

## Change of Status

The following must be done in order to change your status:

- ❖ Please make sure you read all of the instructions for Form I-539, Application to Extend/Change Nonimmigrant Status before filling out the application.
- ❖ Fee of \$290.00 payable to the U.S. Department of Homeland Security (not DHS) in the form of a personal check or money order.
- ❖ Original I-94
- ❖ Letter of intent\*
- ❖ Form I-539
- ❖ New SEVIS I-20AB (processed in the Office of International Affairs)
- ❖ Go to website [www.fmjfee.com](http://www.fmjfee.com) and fill out the I-901 form and pay the SEVIS fee (\$200.00). Print your receipt (the original receipt has to be sent with the paperwork to USCIS).
- ❖ Letter of financial support (\$24,605.00)
- ❖ Full-time letter (this letter is obtained from the Office of International Affairs), only if applicable
- ❖ Copy of the picture page of passport.
- ❖ Page two of this document.

After all information is obtained, please make an appointment to see the Director of the Office of International Affairs again so that your information can be checked for completion and accuracy.

\*\*\*F-2 visa holders changing from F-2 to F-1 **CANNOT** attend classes until after receiving the change of status decision from Immigration.

Mail your information to the address below:

**USCIS – Vermont Service Center  
ATTN: I-539  
75 Lower Welden Street  
St. Albans, VT 05479**

\*Example of Letter of Intent:

To the Visa Issuing Officer:

I intend to change my visa status from H-1 to F-1. I am a full-time student taking 12 credit hours for the Spring 2011 semester.

I understand that until United States Citizenship & Immigration Services grants me the change of status, I must comply with all terms and conditions of my current immigration status. In the meantime, if I do things that my current status does not authorize, such as going to school or starting work, I will violate the terms and conditions of my status and will not be eligible for the change of status.

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Student's Name

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Student's Signature

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Date