

CHANGE OF STATUS MAILING LIST

- 1. Original I-20 for Change of status
- 2. Original I-94 card
- 3. Financial Documentation
(original bank letter. It must be less than 6 months old)
- 4. Photocopies of all previous I-20s that you have, if applicable
- 5. I-539 completed online, printed and signed in blue ink.. <http://www.uscis.gov/files/form/i-539.pdf>
A, G, NATO status needs to fill out form I-566 as well. <http://www.uscis.gov/files/form/i-566.pdf>

- 6. A completed G-1145 form.
- 7. A typed letter from Student stating the reason that he/she wants to change status to F-1.
- 8. Photocopies of Passport pages with:
 - Expiration date and the biographical page**
 - Passport number**
 - Visa Stamp**
- 9. Proof of registration for current semester. However, students who are changing from a B-1/B-2 or F-2 to F-1 do not require to show proof of registration for current semester, for as a B-1/B-2 or F-2 status, they are not supposed to be engaging in studies in the United States while on that status.
- 10. Check or Money Order for **\$290** payable to: **United States Citizenship & Immigration Services.**
- 11. Original [I-901](http://www.fmjfee.com/i901fee/) receipt. You must pay \$200 I-901 fee, before you can proceed with the change of status and you must submit the original receipt with your application. In order to pay that fee, first, you must have a SEVIS I-20 issued to you. Go to <https://www.fmjfee.com/i901fee/> to pay the S.E.V.I.S fee

Mail the documents for change of status certified mail return receipt requested to U.S.C.I.S to the following address:

**For U.S. Postal Service
(including US Postal Service Express mail):**

**USCIS
P.O. Box 660166
Dallas, TX 75266**

**For Express mail and courier deliveries
(e.g. UPS, Fed Ex, DHL, etc):**

**USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067**

VERY IMPORTANT! PLEASE SUBMIT A PHOTOCOPY (I-20) OF THE RESULTS TO OUR OFFICE (1109 Hunter East) FOR YOUR FILE, AS SOON AS YOU RECEIVE IT. FAILURE TO INFORM US THE RESULT OF YOUR CHANGE OF STATUS, IN A TIMELY MANNER, WILL RESULT IN YOU FALLING OUT OF YOUR F-1 STATUS; SINCE WE HAVE TO REGISTER YOU IN SEVIS ONCE YOU HAVE RECEIVE THE RESULT.



Dear student:

Please note that once you have been granted F-1 status or an F-1 visa, you are required to pay non-resident tuition, also known as out-of-state tuition. Once your F-1 visa or F-1 status is granted to you, you need to immediately contact the International Students Office staff and inform us of the change, along with a copy of your stamped I-20 and I-94 (front and back) card. If you are granted an F-1 and you continue to pay in-state tuition, it will catch up with you later on and you will be required to pay all the retroactive tuition and fees.

As an F-1 undergraduate or graduate student, you are required to study full time. To be considered a full time student, you must be registered for 12 degree credits. Please go to the following website to familiarize yourself with the non-resident undergraduate http://www.hunter.cuny.edu/bursar/subpages/tuitionandfees_undergraduate_nonnys.shtml and graduate http://www.hunter.cuny.edu/bursar/subpages/tuitionandfees_graduate_nonnys.shtml tuition and fees.

TIPS



Dear applicant:

Did you know that you can actually fill out these forms online instead of filling them out with a pen? All you need is access to a computer and a printer to immediately print out a hard copy of the forms. Please visit the websites below and type in your information and once you are done, print the forms out and sign in the appropriated space with a blue ink pen.

<http://www.uscis.gov/files/form/i-539.pdf>
<http://www.uscis.gov/files/form/i-566.pdf> and <http://www.uscis.gov/files/form/i-134.pdf>
<http://www.ice.gov/graphics/sevis/i901/index.htm>

If you made a mistake in one of the forms that are enclosed in the package, please go to these websites to download the forms:

<http://www.uscis.gov/files/form/i-539.pdf>
<http://www.uscis.gov/files/form/i-566.pdf> and
<http://www.uscis.gov/files/form/i-134.pdf>
<http://www.ice.gov/graphics/sevis/i901/index.htm>

Any United States Citizenship and Immigration Services (USCIS) forms fee are subjected to change at any time. So, for updated fees of a particular USCIS form or to download a form, please visit <http://www.uscis.gov/portal/site/uscis> and click on Immigration forms.

POST OFFICE

If you would like to mail your reinstatement documents immediately, there is a post office near Hunter College located on:

70th Street between 2nd and 3rd Avenue

CHANGE OF STATUS FORM FOR APPLICANT
WITH ONE OF THE FOLLOWING STATUS

A

G

NATO

CHANGE OF STATUS MAILING INSTRUCTION FOR A, G, NATO

1. Original I-20 for Change of status
2. Original I-94 card
3. Financial Documentation
(original bank letter. It must be less than 6 months old)
4. Photocopies of all previous I-20s that you have, if applicable
5. I-539 completed. <http://www.uscis.gov/files/form/i-539.pdf>
In addition, you must fill out form I-566. <http://www.uscis.gov/files/form/i-566.pdf>
6. A completed G-1145 form
7. A typed letter from the applicant stating the reason that he/she wants to change status to F-1.
8. Photocopies of Passport pages with:
Expiration date and biographical information page

Passport number
Visa Stamp
 - **A & G** non-immigrant changing to F-1 status is **not** required to pay a fee for the I-539 application.
 - **NATO** status changing to F-1 status, write a Check or Money Order for **\$290** payable to: **United States Citizenship & Immigration Services**
9. **Original I-901 receipt** you must pay \$200 I-901 fee, before you can proceed with the change of status and you must submit the original receipt with your application. In order to pay that fee, first, you must have a SEVIS I-20 issued to you. Go to <https://www.fmjfee.com/i901fee/> to pay the S.E.V.I.S fee

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USCIS
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