



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## CHANGING STATUS TO F-1 STATUS

To change your U.S. visa status, you can either **1)** travel out of the U.S., apply at a U.S. consulate for the new visa type, and re-enter the U.S. in the new status **OR 2)** apply for a change of status within the U.S. by sending an application to an immigration service center as described in this handout (note that this second option does NOT obtain for you an F-1 visa, only the status). Email [international@uccs.edu](mailto:international@uccs.edu) to set up a meeting to assist you in deciding which is the better option for you.

To apply within the U.S. to change your status, you must prepare the following checklist items and email them to [international@uccs.edu](mailto:international@uccs.edu). You will receive a new I-20 to include when you mail the complete application page to United States Citizenship and Immigration Services (USCIS). USCIS will review your change of status application and render a decision of approval or denial. Decisions on change of status cases can take an extended period, sometimes up to 18 months or more.

The change of status process requires that you have and maintain a legal status in the U.S. until the new status is approved. If the request is approved, then the applicant will gain the new status and need to be able to fulfill all requirements of the status from the approved start date.

*Submission of materials for a change of status application is the student's responsibility. It is recommended that you seek your own legal consultation if you need assistance. The UCCS International Affairs (IA) staff are only able to issue the I-20 and are not able to assist with the filing.*

### Steps to file a change of status application:

1. Email [international@uccs.edu](mailto:international@uccs.edu) to notify us of your intent to change status and request to set up a meeting if needed.
2. Request an I-20 from the International Affairs Office, providing completed 'I-20 Request Form' and financial documentation.
3. Pay the SEVIS fee (\$350) at <https://www.fmjfee.com/#> with your SEVIS number and print receipt
4. Prepare all the following items:
  - A letter from you, requesting the change of status and explaining your circumstances and plans (why have you decided to change your status to F-1).
  - Completed Form I-539, Application to Extend/Change Nonimmigrant Status (download or complete at [www.uscis.gov](http://www.uscis.gov)). Remember to fill out all requested information.
  - Application fee for I-539 (see USCIS Fee Schedule: [Fee Schedule | USCIS](#)). Please write your check or money order payable to the Department of Homeland Security (if filing by paper).
  - Photocopies of your immigration documents:
    - ID page of your passport, including expiration date
    - Current U.S. visa page and entry stamp showing status (or other status documents)
    - Your current/latest I-94 showing your current status
    - Any other immigration document showing current status (such as F-2 I-20 for F-2 status)
  - A photocopy of your new F-1 I-20 for change of status. Be sure to sign before copying.
  - Your receipt for payment of the SEVIS I-901 fee.

- A copy of your admission letter for your academic program.
  - Financial documentation: evidence which supports the Financials section on your I-20 (a personal or family bank statement, financial sponsorship letter, etc.)
5. Submit all items to USCIS according to I-539 instructions.
  6. Track your case via the receipt number that you receive, at [www.uscis.gov](http://www.uscis.gov). Keep the IA Office informed.

*Important: An applicant for F-1 status CANNOT study until the change of status is approved, unless your current status allows it. If your change of status is approved, that will allow you to remain in the U.S. in your new F-1 status (if you maintain your status correctly). If you depart the U.S. and need to re-enter, you'll need to obtain an F-1 visa in your home country.*

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