



## Change of Status Checklist

Students must complete and submit the following information with the IPS office to apply for a change of status. Once the application is completed and sent to the USCIS office, it can take 3-5 months to get approval. While the application is pending, you must continue to follow the rules of your current status. Please consider the long processing time when you are making your academic plans if you are changing to F-1 status.

### Checklist:

- New 'change of status' I-20 issued by IPS.
- I-94.
- I-539 Form: <http://www.uscis.gov/>.
- Letter from the applicant requesting the change of status. It should include a statement explaining why you are requesting a change of status to F-1 or F-2.
  - If you are changing to F-1 and have been accepted to Michigan Tech, include:
    - when you came to the United States,
    - when you applied for admission,
    - which degree program you will be pursuing,
    - who will fund your studies
- Acceptance letter to Michigan Tech, if changing to F-1.
- Copies of your visa and unexpired passport.  
(If J-1, copy of DS-2019; if H-1, copy of H-1 visa approval Notice of Action I-797)
- Financial documents no more than 6 months old:
  - Bank statement from you or your family
  - An offer of a Teaching or Graduate Assistantship
- If the applicant is a dependent (spouse) of the F-1 visa holder, include photocopies of student's I-20 or DS-2019, passport, visa, and I-94.
- Proof of payment of [SEVIS](#) fee.
- The filing fee for Form I-539 is \$370
- An additional biometrics services fee of \$85 is required for you and for each person included on a Form I-539A. After you submit Form I-539, USCIS will notify you about when and where to go for biometrics services.

While your change of status is being processed, you can not travel outside the United States. If you do, your change of status will be automatically canceled.

For Regular Mail: USCIS Citizenship and Immigration Services P.O. BOX 660166 Dallas, TX 75266	For Express mail and courier deliveries: USCIS - ATTN: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067
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**NOTE:** The filing fee and biometric services fee are not refundable, regardless of any action USCIS takes on this application. **DO NOT MAIL CASH.** You must submit all fees in the exact amounts.

### **Payments by Checks or Money Orders**

**Use the following guidelines when you prepare your checks or money orders for the Form I-539 filing fee and biometric services fee:**

1. The checks or money orders must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency; **and**
2. Make the checks or money orders payable to **U.S. Department of Homeland Security.**

**NOTE:** Spell out U.S. Department of Homeland Security; do not use the initials “USDHS” or “DHS.”