

CHANGE OF NON-IMMIGRANT STATUS

If you are filing a petition for a change of status, you should submit certain information along with your application. Failure to do so may result in unwanted delays or your petition being denied.

Make an appointment and bring your complete application with all the documents described below to an international student advisor. After your application package is reviewed, you will mail it to the USCIS (see the address below) by certified mail with a return receipt requested.

Required Documentation

1. A completed Form I-539 (application to extend/change non-immigrant status)
2. A \$370.00 USD fee in the form of a check or money order payable to USCIS (*United States Citizenship and Immigration Services*)
3. Evidence of financial support (*the same evidence that you have submitted to receive your I-20AB Form*).
4. Your I-20AB Form signed by you.
5. A \$200.00 USD I-901 fee. Visit www.fmjfee.com or ask your international student advisor for further details.
6. A copy of identity and visa pages of a valid passport.
7. Copy of the Form I-94 card (that you may have received at the border when you arrived in the U.S.) or a print out of your electronic I-94 (which can be retrieved at: <https://i94.cbp.dhs.gov/I94/#/recent-search>)
8. A letter of explanation addressed to USCIS District Office (see below). State the reasons for the request and follow the guidelines provided on the form entitled Letter of Explanation for Change of Status from B to F status. Sign and write your SEVIS ID number beneath your signature.
9. An acceptance letter into a full-time program at the College of Staten Island (either English Language Institute acceptance or the college).

The USCIS Center will process your application. The following is the mailing address:

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