

Change of Status Procedures

Within the U.S.

International Student and Scholar Services
Georgia State University
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*In order to change from a nonimmigrant status to **F-1 student status**, the applicant must receive full academic admission to a degree program at Georgia State University **and** submit the required financial documents to International Services.*

To apply for a change of status, you must come to International Student & Scholar Services to see an international advisor and provide the following documents (this list is comprised of general requirements; additional documentation may be required depending on your situation):

- A cover letter addressed to U.S. Citizenship & Immigration Services (CIS) and explaining your request for a change of status and why the change is needed (an International Advisor can assist you with this letter).
- A passport valid for more than 6 months.
- Proof of current legal status – visa stamp and passport ID pages, etc. (If on a dependent visa, you will have to provide photocopies of the primary visa holder’s legal status such as an I-94 **and** I-797, DS-2019, or I-20.)
- Photocopy of I-94 Arrival/Departure card (front and back).
- Proof of financial support (Generally a minimum of 3 months bank statements showing that the finances are consistent. Speak with an advisor for details).
- Form I-539 on the web <http://www.uscis.gov/graphics/formsfee/forms/files/i-539.pdf> & in International Services office
- Form I-20 (provided by International Services after financial documentation is approved)
- Receipt showing proof of payment of SEVIS fee (\$100) www.fmjfee.com
- Check or money order payable to “Department of Homeland Security” for \$200.00

****Your change of status application must be mailed to USCIS at least 6 weeks prior to the start date of the following semester****

After all documents have been received, the advisor will review for completion and mail it to the CIS.

Please remember that processing of applications may take 3-4 months. A receipt confirming that CIS has received your application will be sent to International Services approximately 2-3 weeks after the application is mailed. International Office will send it to you by mail.

Once a change of status application is approved, International Services will receive your new Form I-20 and I-94 card. Upon receiving them, we will contact you for pick-up.

IMPORTANT REMINDERS

- Please make sure that contact information, such as your home address and phone number(s) are current in the GSU GoSOLAR computer records so that International Services has a reliable way to contact you.
- If you are currently in a status that does not permit you to work or study, you cannot begin studying or working until CIS has approved your F-1 status.
- A change of status application cannot be processed in 1 day. Applicants will meet with an International Student Advisor a minimum of 2 times to process the change of status application.
- The following visa types cannot change their status inside the United States: B-1 or B-2 (unless arrived before April 13, 2002, or have prospective student on their I-94 card), C, D, K, or M, as well as J-1 students subject to the two-year home country requirement known as 212(e). Additionally, individuals who entered the U.S. as a tourist under the Visa Waiver Pilot Program with a WT or WB indicated on their I-94 card.
- All students intending to change their status to F-1 should plan to meet with an advisor at the beginning of walk-in advising hours: Monday, Wednesday, or Friday at 10:00 am; Monday through Friday at 1:30.