

Change of Status Procedures

International Student and
Scholar Services
Georgia State University
P.O. Box 3987
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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. Prior to meeting with an advisor please read our website for information regarding the options, timeline, process and Frequently Asked Questions.*

Change of Status Checklist:

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 (USCIS) 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.
- Georgia State Admissions Letter
- 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 and documentation proving you and/or the primary is maintaining the status.
- 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 is available on the web <http://www.uscis.gov/graphics/formsfee/forms/files/i-539.pdf> & in International Services office
- Check or money order payable to “Department of Homeland Security” for \$300.00
- Form I-20 (provided by International Services after financial documentation is approved)
- Receipt showing proof of payment of SEVIS fee (\$200) www.fmjfee.com (after I-20 is issued)

Statement of Understanding

I _____ understand that ISSS is mailing my application based on the information submitted and can not guarantee my application will be approved. I understand this is my personal application to USCIS and ISSS is assisting and mailing as a service. I understand that ISSS will notify me as soon as they receive my receipt & any notices from USCIS.

Advisor Review: _____	Date: _____
Director Review: _____	Date: _____
Comments:	

Important Reminders

Change of Status in the United States:

- ❑ Please make sure that contact information, such as your home address and phone number(s) are current in PAWS 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 USCIS has approved your F-1 status.
- ❑ A change of status application cannot be prepared in ISSS in 1 day. Applicants will meet with an International Student Advisor a minimum of 2 times to prepare the change of status application.
- ❑ After all documents have been received, the advisor will review for completion and mail it to USCIS.
- ❑ Please remember that processing of applications may take 3-6 months. A receipt confirming that USCIS has received your application will be sent to International Services approximately 2-4 weeks after submission. The current processing times are available at www.USCIS.gov.
- ❑ If your Change of Status application is based on a Graduate Assistantship and is not approved by the tuition waiver placement deadline please be aware that you may lose your graduate assistantship.
 - Fall: September 25 (or last business day before September 25th)
 - Spring: January 31 (or last business day before January 31st)
 - Summer: June 30 (or last business day before June 30th)

Notes: