

CHANGE OF STATUS TO F-1 STATUS

OVERVIEW

A change of status is a change in a non-immigrant's primary purpose for being in the United States. Change of status can be accomplished in two ways:

- A. Travelling outside the U.S. and applying for an F-1 visa at a U.S. consulate or embassy and re-enter the U.S. in F-1 status.
- B. Applying for change of status within the U.S. to U.S. Citizenship and Immigration Services (USCIS).

ELIGIBILITY

Every individual applying for a change of status to F-1 student status through EKU must first meet the following requirements:

- You must be admitted to a degree program at Eastern Kentucky University.
- You are maintaining your current immigration status (i.e. has a valid I-94). We recommend that your status is valid for at least 45 days at the time you are submitting your change of status petition.
- Has evidence of financial support indicating that he/she and/or sponsor have sufficient funds to pay for educational expenses as well as living expenses.
- Has obtained an EKU Form I-20 issued by Office of International Student and Scholar Services.

Restrictions: The following individuals are ineligible to apply for change of status inside the U.S.:

- Individuals in J status who are subject to 212 (e) two-year home-country residency requirement.
- Persons who hold C, D, K, M and Visa Waiver Program (WB or WB) non-immigrant status.

PROCEDURES

OPTION A: CHANGE OF STATUS BY TRAVELING OUTSIDE THE U.S.

1. Obtain a Form I-20 from Office of International Student and Scholar Services
2. Travel outside the U.S. and contact a U.S. consulate or embassy to apply for your F-1 visa
3. After receiving your F-1 visa you can re-enter the U.S. using the new I-20 and the new F-1 visa. Please submit copies of these documents to OISSS upon your arrival.

OPTION B: CHANGE OF STATUS INSIDE THE U.S.

CHANGE OF STATUS CHECKLIST

Your request to the U.S. Citizenship and Immigration Services (USCIS) for change of status should consist of the following primary documents:

- Form I-539, Application to Extend/Change Non-Immigrant Status (from: <http://www.uscis.gov/i-539>)
- Form G-1145, E-Notification of Application/Petition Acceptance (from: <http://www.uscis.gov/g-1145>)
- Personal letter to USCIS explaining why you would like to change your status
- Proof of financial support document showing you have sufficient fund to pay for your educational expenses and cost of living (such as 3 months bank statement or scholarship letter)
- Check or money order of **\$370** payable to “U.S. Department of Homeland Security”
- Copy of Admission to Eastern Kentucky University
- Passport page(s) showing photo, name, date of birth and expiration date*
- Visa used to enter the U.S.*
- I-94, Arrival/Departure Document - printout of I-94 electronic record (<https://i94.cbp.dhs.gov>) or paper card (front & back)*
- I-20 from Eastern Kentucky University signed and dated (copy of pages 1 & 2)
- I-901 SEVIS fee payment receipt showing payment of the **\$200** SEVIS fee. You will need the new I-20 to pay the I-901 SEVIS fee at: <https://www.fmjfee.com/i901fee/>
- Immigration documents and proof that the primary visa holder is currently maintaining status (**for students on dependent’s visa only**)

** If you have dependents you will include in your change of status application, please submit copies of their passports, visas, and I-94 as well.*

WHERE TO APPLY?

Send completed paper application to one of the addresses below:

U.S. Postal Service to USCIS Dallas Lockbox USCIS P.O. Box 660166 Dallas, TX 7526	By USPS Express Mail (and UPS, FedEx, etc.): USCIS ATTN: I-539 2501 S. State Highway 121 Business, Suite 400 Lewisville, TX 75067
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VISA INFORMATION: Please note; a change of status inside the U.S. does not change your current visa. If you travel outside the U.S., you must apply for an F-1 visa from a U.S. consulate or embassy before you re-enter the U.S.



521 Lancaster Avenue • Whitlock 455, CPO 69
Richmond, KY 40475
Phone: 859-622-1478 • Fax: 859-622-1552
Email: international@eku.edu
Website: <http://www.international.eku.edu>

CHANGE OF STATUS FORM

STUDENT'S INFORMATION

Name: _____
Family/Last First name Middle

EKU ID#: _____ SEVIS ID#: _____

Phone: _____ Email: _____

Gender: Male Female Date of Birth: _____ City of Birth: _____

Country of Birth: _____ Country of Citizenship: _____

U.S. LOCAL ADDRESS: _____

City: _____ State: _____ Zip Code: _____

PERMANENT FOREIGN ADDRESS: _____

City: _____ Province/State/Region: _____

Country: _____ Postal Code: _____

Are you currently enrolled at Eastern Kentucky University? Yes No. If No, when are you going to enroll?

Fall Semester Spring Semester Summer Semester Winter Term. Year: _____

Major: _____ Degree Level: Bachelor Master Doctorate

DEPENDENTS (FAMILY MEMBERS) (PRINT MORE PAGES IF NECESSARY)

DEPENDENT 1:

Name: _____
Family/Last First name Middle

Gender: Male Female Date of Birth: _____ City of Birth: _____

Country of Birth Country of Citizenship Relationship (spouse or child)

DEPENDENT 2:

Name: _____
Family/Last First name Middle

Gender: Male Female. Date of Birth: _____ City of Birth: _____

Country of Birth Country of Citizenship Relationship (spouse or child)