Change of Status (COS) Checklist
v. 7.1.2017

To change to F-1 student status, the applicant must be academically admitted to a degree program at Georgia State University and submit all other required documentation to ISSS. Please review the Current Student, Immigration Advising tab of our website for details related to this process.

Change of Status Checklist:
This list contains general requirements, but additional documentation may be required.

- A cover letter addressed to U.S. Citizenship & Immigration Services (USCIS) explaining your request and reason for COS. An International Advisor can assist you with this letter.
- A passport valid for more than 6 months.
- Georgia State University Admissions Letter
- Proof of current immigration status: visa stamp, passport ID pages, etc. If you are on a dependent visa, provide photocopies of the primary visa holder’s immigration status such as an I-94 and I-797, DS-2019, or I-20 and documentation proving maintenance of status.
- Photocopy of I-94 Arrival/Departure card (front and back).
- Proof of financial support (generally at least 3 months of bank statements showing consistent liquid assets. Speak with an advisor for details.
- Check or money order payable to “Department of Homeland Security” for $370.00
- Form I-20 (provided by ISSS after financial documentation is approved)
- Receipt showing proof of payment of SEVIS fee ($200) www.fmjfee.com (after I-20 is issued)

APPLICANT: Important Reminders about Change of Status (COS) in the United States

- Please ensure your contact information, email address(es), home address and phone number(s) are current in PAWS so that ISSS can reach you easily if needed.
- If you are currently in a status that does not permit you to work or study, you cannot begin studying or F1 based employment until USCIS has approved your F-1 status.
- A change of status application requires meeting with an ISSS Adviser usually two times and 3-5 business days to process. We cannot process last-minute or rushed applications.
- After all documents have been received and reviewed by ISSS, the applicant mails it to USCIS.
- Once received by USCIS, processing time is 3-6 months on average. A receipt confirming that USCIS has received your application will be sent to ISSS approximately 2-4 weeks after submission. The current processing times are available at www.USCIS.gov.
- If your Change of Status is not approved by GSU’s tuition waiver processing deadline, please be aware that you may lose your Graduate Assistantship since they are reserved for F1 status. Dates may vary, but generally, they are 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).