



# Change of Status Procedures

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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.*

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## **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/files/form/i-539.pdf> & in International Services office
- Check or money order payable to “Department of Homeland Security” for \$290.00
- Form I-20 (provided by International Services after financial documentation is approved)
- Receipt showing proof of payment of SEVIS fee (\$200) [www.fmjfee.com](http://www.fmjfee.com) (after I-20 is issued)

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## **Statement of Responsibility**

I (write first name, last name) \_\_\_\_\_ understand that GSU ISSS is providing limited assistance by reviewing my Change of Status Petition for accuracy and completeness only. GSU ISSS is also providing an envelope (postage not paid) that is pre-addressed to the proper agency. GSU ISSS cannot be held responsible or liable for the outcome or speed of this process, which is adjudicated in a federal processing center. GSU ISSS will immediately inform me of any communication or notices from USCIS. **Sign your name here to indicate your understanding:** \_\_\_\_\_

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

# Important Reminders

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## 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](http://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).
- ❑ \*If your Change of Status is approved, please note that ALL F-1 and J-1 international students are required to pay the university health insurance fee for the entire semester. Please ask your advisor for more information on this. \*

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## Notes: