

**CHANGE OF STATUS INSIDE THE USA**

**NOTE THIS WILL NOT CHANGE YOUR VISA, ONLY YOUR IMMIGRATION STATUS**

*There is no guarantee an F1 visa stamp will be granted, even change of status has been approved inside the U.S.*

**YOU HAVE BEEN ADVISED BY AN INTERNATIONAL STUDENT ADVISOR OF THE FOLLOWING:**

- 1. The change of status time period may take three to four months.**
- 2. You should NOT move during this time of period.**
- 3. You may hire an immigration lawyer to handle the petition and update OISS of the process.**
- 4. During the petition, you should not leave the USA.**
- 5. You will not hold the OISS legally liable for any and all advices given to you on the COS matter.**
- 6. Once the F status is approved you will have to enroll full-time as a Non Resident student, be covered by medical health insurance, attend a mandatory Orientation, and SEVIS Check-in.**

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SIGNATURE OF PERSON

DATE

DEAR \_\_\_\_\_:

Student ID: E \_\_\_\_\_

Bring the following to your appointment for your change of status:

- \_\_\_ 1. Form I-539 (<http://www.uscis.gov/files/form/i-539.pdf>)  
Form G-1145, E-Notification of Application (<http://www.uscis.gov/files/form/g-1145.pdf>)
- \_\_\_ 2. SEVIS I-901 fee (<http://www.ice.gov/sevis/i901/index.htm>) – process in OISS office
- \_\_\_ 3. SEVIS I-20 will be issued by OISS. EMU’s code is DET214F00310000.
- \_\_\_ 4. Application fee - \$370 payable to the U.S. Department of Homeland Security (Preferable check, no money order).
- \_\_\_ 5. Proof of financial ability (Original bank Statement) amount \$ \_\_\_\_\_ as indicated on the I-20.
- \_\_\_ 6. Notarized Form I-134 (if the financial sponsor is not the applicant or spouse and sponsor resides inside the U.S.)
- \_\_\_ 7. Verification of current status:  
Passport, Visa stamp, I-94, or I-797A Approval Notice, I-20/DS-1029 or Employer’s letter (if applicable)
- \_\_\_ 8. Marital status or birth certificate with authorized translation
- \_\_\_ 9. Verification of principal visa holder status—  
Passport, Visa Stamp, I-94, or I-797A Approval Notice, I-20/DS-2019 or proof of employment, recent pay stubs and W2 form (if applicable)
- \_\_\_ 10. If you are already in an adjustment of status proceeding for the “green card”, you need to provide a statement from your lawyer indicating that a COS to F1 will NOT jeopardize your AOS petition. This is also true if you are applying for a change of status to other non-immigrant status.