Change of Status Request to F1 Document Check- Off Sheet

The immigration forms and supporting documents that are listed below must be submitted to the U.S. Citizenship and Immigration Service to process your request for a Change of Status to F1 student. All documents must be forwarded to the Citizenship and Immigration Service processing center in St. Albans, Vermont. Your request to change status must be submitted and received by the USCIS within 30 days of the issuance of an I-20 form to you by the international Center

_____ **USCIS Form I-539** (completed and signed by you). If you have dependents, please be sure to complete the necessary dependent form attached to the I-539. You may access the I-539 form at: [http://www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis)

_____ **Original I-20** issued by University of Hartford.

_____ Your **acceptance letter** to the University of Hartford

_____ You must pay a **SEVIS fee** if you are applying for a change of non-immigrant status to F-1. The fee must be paid before you submit your change of status application to USCIS. Attach the **Sevis Fee Receipt** together with your application. You may access the SEVIS fee form I-901 at: [http://www.fmjfee.com](http://www.fmjfee.com).

_____ Photocopy all **identifying pages** in your passport (usually the first two pages which identify you and contain your photo). Also photocopy the front cover and the **U.S. visa page**.

_____ **Original 1-94 Arrival/Departure Record**: you may download a copy of this on-line form [here](http://www.fmjfee.com).

_____ **A check or money order** made payable to the “**Department of Homeland Security**” (no cash). Please check for the latest fee(s) [here](http://www.fmjfee.com).

_____ **A letter requesting a change of status to F1**. Though not required, this letter should summarize your stay in the U.S. and why you are seeking a change from your current status to F-1.

_____ **Current Financial Support Documents**: These may include bank statements from yourself or your sponsor, income tax return forms, employment letters from your sponsor or other statements indicating that funds are available to you for your tuition and living expenses for a minimum of one year.

_____ If you are on a dependent visa, please attach a copy of your **sponsor’s Passport, I-94 Admission record and employment letter** if the sponsor is employed in the U.S.

**Please Note**: The International Center of the University of Hartford will not assist you in the gathering of information or with the processing of any portion of your request to change immigration status. The list provided on this form is subject to change at any time by the USCIS and the Center will not assume any liability for any inaccuracies contained herein. We strongly recommend that you seek competent legal advice for your questions regarding your immigration petition. If requested, we will provide you with the names of several local immigration attorneys who may provide their services to you.

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