

New Jersey Institute of Technology

Office of International Students & Faculty

CHANGE OF STATUS TO F-1

Please bring an extra copy of each of your documents. This copy will be kept in your file.

- _____ **Original I-20**
- _____ **I-539**, completed and signed
- _____ Photocopies of **I-94** (front and back) and **Visa**
- _____ Photocopy of **Passport** (photo page with expiration date)
- _____ Financial support documents **I-134** and/or **bank statements** (copies) for previous three (3) months
- _____ **\$300.00 check or money order** (payable to the Department of Homeland Security)
- _____ **Dependent(s) I-94**, if changing with you
- _____ If changing from **F-2 to F-1**, copy of principal's **I-20**
- _____ If changing from **H-4 to F-1**, copy of principal's **H-1** approval
- _____ If changing from **H-1 to F-1**, copy of all **H-1** approvals (including letters from employer(s) specifying dates of employment, and last three (3) pay statements)
- _____ Copy of **marriage certificate**
- _____ **Letter to USCIS** stating reason(s) for requesting a change of status
- _____ **SEVIS Data Collection Form**
- _____ **Advisor Form**
- _____ **SEVIS Fee receipt** (<http://www.fmjfee.com>)
- _____ **\$7.00 cash/check/money order** for UPS postage (payable to New Jersey Institute of Technology)
- _____ Register as a full-time student (beginning the semester in which you request the change of status)
- _____ Other

The above listed documents should be returned to an International Students advisor to be mailed by the advisor to the address below.

**U.S. Citizenship and Immigration Services
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479**

Please note that an application for a change of status can take up to 180 days after the USCIS acknowledges receipt of your request.