

## **Procedure to Apply for Change of Status to F-1**

When the USCIS receives an application for Change of Status to F-1, they need to verify the following items in order to approve an application:

- The applicant did not commit fraud when entering the U.S.
- The applicant is currently (at the time of submitting the application) in valid non-immigrant status.
- The applicant is eligible for F-1 status. In other words:
  - The student has been admitted properly to a program eligible to enroll F-1 students.
  - The student has provided sufficient financial documents to show that he/she will be able to complete the course of study for which he/she is admitted.
  - The person does not intend to immigrate to the U.S.

Please note the following additional restrictions for change of status to F-1:

- Since April 12, 2002, if you entered in B-1 or B-2 status, you are prohibited from beginning study until after you receive approval for F-1 status.
- F-2 dependents are prohibited from full-time study unless the study is at the elementary or secondary level.

When preparing your application, you need to carefully document your situation and demonstrate your eligibility for a change of status. You will need to write a letter to the USCIS to explain your situation (who you are, why you are currently in the U.S. and why you wish to change to F-1). In your letter, you should address the following issues:

- 1) You must show that you entered the U.S. lawfully – i.e., that if you came in the U.S. as a tourist (B-2), you came only to travel, not to study. If you intended to mislead US government officials about the purpose of your visit to the U.S., USCIS will deny your application for change of status.
- 2) You must demonstrate that you are currently in valid status and you must maintain your current status during the duration of the change of status – therefore, those holding H-1B or H-4 status need to demonstrate they the H-1B is still working at the company that sponsored the H-1B. If the applicant is holding F-2 status, then he or she needs to demonstrate that the F-1 student is in valid status.
- 3) Also address how this degree will help you in your future career, keeping in mind that if you have intention to immigrate to the U.S., the USCIS can deny your application.

### **Obtaining an I-20 from CSU East Bay**

To obtain I-20, please email the following documents to [cie@csueastbay.edu](mailto:cie@csueastbay.edu):

- a. Change of Status I-20 Request Form (Page 3)
- b. Change of Status Request Declaration of Finances Form (Page 4)
- c. Verification of Funds- Evidence includes but is not limited to bank statements, shares and securities, property deeds, and financial loans from a lending institution.
- d. Verification of Remaining requirements (Graduate Students only)- email from your major department
  - Verification is not needed if you are applying during your first semester.
- e. Copy of your passport Bio Page and copy of current immigration status approval notice/entry stamp

### **NOTES OF CAUTION**

**Other applications to the USCIS:** If you have (or someone has submitted on your behalf) a separate petition or application to the USCIS, you should consult an attorney before submitting an application for change of status. This is especially important for those in H-4 status whose spouse has an immigrant petition in progress. CIE cannot advise those who have separate applications or petitions pending for other immigration benefits.

**Residency tuition and change of status:** If you are currently eligible for resident tuition at CSU East Bay, and your application for change to F-1 is approved, you will no longer be eligible for resident tuition.

**B-2 and F-2 Visa Holders-** Please note that B-2 and F-2 visa holders wishing to change status through USCIS will be reviewed on a case-by-case basis due to the processing time and start date of the program.

<b>Apply for a Change of Status to F-1 with USCIS (inside the U.S.)</b>	<b>Apply for an F-1 Visa at a U.S. Embassy (outside the U.S.)</b>
<ol style="list-style-type: none"> <li>1. Form <a href="#">G-1145</a> (to receive application status notifications from USCIS by email or text message)</li> <li>2. Required application fee and Biometrics fee, payable to U.S. Department of Homeland Security. You may pay by personal check, money order, or Credit Card (Note: if paying by Credit Card, USCIS Form <a href="#">G-1450</a> is required). <ul style="list-style-type: none"> <li>• Fee amount will increase on Oct 2, 2020</li> </ul> </li> <li>3. Original Completed USCIS Form <a href="#">I-539</a></li> <li>4. Original Completed USCIS Form <a href="#">I-539A</a> (if applicable)</li> <li>5. Copy of your CSUEB Form I-20 signed and dated by you and issued for Change of Status Requested</li> <li>6. Letter of Explanation</li> <li>7. Copies of your passport, current visa page/ USCIS Form I-797 Notice of Action, and your most recent Form I-94</li> <li>8. SEVIS I-901 Fee receipt (Pay \$350 at <a href="http://www.fmjfee.com">www.fmjfee.com</a> and print out receipt.)</li> <li>9. Proof of financial support: <ul style="list-style-type: none"> <li>• Recommended: Bank statements from previous 4 consecutive months with a monthly balance similar to the required amount</li> <li>• USCIS Form <a href="#">I-134</a> Affidavit of Support</li> </ul> </li> <li>10. Copies of the primary visa holder's documents (if you are currently on a dependent visa) <ul style="list-style-type: none"> <li>• His/her passport, current visa page/ USCIS Form I-797 Notice of Action (with expiration date in the future), and the most recent Form I-94</li> <li>• Employment verification Letter or Pay Stubs copies</li> </ul> </li> </ol> <p>You may be eligible to e-file your application. See <a href="http://www.uscis.gov/i-539">www.uscis.gov/i-539</a> for more information.</p> <p><b>Where to file your application:</b> Please find the mailing address directly on the USCIS website (<a href="https://www.uscis.gov/i-539-addresses">https://www.uscis.gov/i-539-addresses</a>).</p> <ul style="list-style-type: none"> <li>• We highly recommend you mail your application via UPS or FEDEX.</li> <li>• We recommend you file your application within 30 days of the I-20 issuance date.</li> <li>• NO STAPLES- place documents in order listed above</li> <li>• When you receive the USCIS Form I-797 Notice of Action confirming receipt of your application, make sure to keep it for your records. You will need to refer to the receipt number when checking your application status online. Please email a copy of your receipt notice to the International Student Advisor.</li> <li>• This application can take between 5 to 12 months to be processed by USCIS.</li> </ul> <p><b>Note:</b> <u>You cannot depart the USA while your application is pending with USCIS. Your application will be considered abandoned by USCIS due to your departure.</u></p>	<ol style="list-style-type: none"> <li>1. Original CSUEB Form I-20 signed and dated by you and issued for Initial Attendance</li> <li>2. Cal State East Bay Admission Letter</li> <li>3. Cal State East Bay Transcript showing your enrollment history</li> <li>4. Proof of current registration at Cal State East Bay (if enrolled)</li> <li>5. Your original passport</li> <li>6. Proof of financial support</li> <li>7. Completed online F-1 visa Application: <a href="#">Form DS-160</a>. Follow U.S. Embassy instructions to pay the visa application fee .</li> <li>8. SEVIS I-901 Fee receipt (Pay \$350 at <a href="http://www.fmjfee.com">www.fmjfee.com</a> and print out receipt)</li> </ol> <p><b>Contact the U.S. Consular Office where you plan to apply to find out if any additional documents are required for an F-1 visa application.</b></p> <p>Please visit <a href="http://Travel.State.Gov">Travel.State.Gov</a> to book your visa appointment (<a href="https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html">https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html</a>)</p> <ul style="list-style-type: none"> <li>• We highly recommend you apply for the F-1 visa in your home country. If this is not an available option, you might be able to apply at U.S. Consular Office that accepts visa applications from Third Country Nationals (TCNs). Please contact the Consulate directly to confirm they accept TCN F-1 visa applications.</li> </ul> <p><b>Note:</b> <u>Students who chose to depart the USA and re-enter the U.S. as an F-1 student will not be eligible for CPT or OPT until they are enrolled full time for one academic year (2 semesters) of study in F-1 status</u></p>
<p><b>If your application is approved by USCIS:</b> You must bring the USCIS Form I-797, Notice of Approval to the CIE office <u>immediately</u> and fill out the New Student Information Form. CIE needs these documents to activate your F-1 electronic record in the SEVIS database.</p> <p><b>If you receive a Request For Evidence (RFE) notification from USCIS:</b> Contact the CIE office <u>immediately</u> because it is time-sensitive.</p>	<p><b>If your F-1 visa is issued by the U.S. Consular Office:</b> The first date you can enter the U.S. using your F-1 visa is 30 days prior to the program start date indicated on your Form I-20.</p> <p>After entering the U.S. as an F-1 student, you must bring your passport, visa, and Customs and Border Protection (CBP) entry stamp/print out of your electronic Form I-94 to the CIE office and fill out the New Student Information Form. CIE needs these documents to activate your F-1 electronic record in the SEVIS database.</p>

## Change of Status to F-1: I-20 Request Form

### Student Information

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

NETID: \_\_\_\_\_ Female  Male  Current Immigration Status: \_\_\_\_\_  
City of Birth \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_  
Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
Email: \_\_\_\_\_ U.S. Phone # \_\_\_\_\_

Foreign Address (in your home country, include street number, street name, city, state, postal code)  
\_\_\_\_\_  
\_\_\_\_\_

US Address (include street number, street name, apartment number (if applicable), city, state, zip code)  
\_\_\_\_\_

### Change of Status Method -choose one option ONLY

- I intend to apply for Change of Status to F-1 with USCIS inside the U.S. This I-20 is not valid for travel
- I intend to apply for an F-1 visa at a U.S. Embassy outside the U.S. This I-20 is not valid to mail to

USCIS.

*\*\*Students who chose to depart the U.S. and re-enter the U.S. as an F-1 student will not be eligible for CPT or OPT until they are enrolled for one academic year of study in F-1 status\*\**

### Check-In Upon Approval or Arrival in U.S.

- I understand I must complete the Check In procedure within 10 days of receiving approval notice or upon arrival into the U.S. in F-1 status.
- Approval via USCIS- Check-In procedure requires a copy of your approval notice and US address/phone/email
  - Entry into the US in F-1 status- Check-In procedure requires a copy of your I-20, F-1 visa, passport entry stamp and printout of your I-94

### Tuition Fees & Health Insurance Requirement

I understand that gaining F-1 Status will prohibit me from being considered a resident for tuition purposes at California State University, East Bay. I will also be subject to the University's mandatory insurance requirement for international students (F-1 and J-1s).

Disclaimer: CIE is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of these immigration laws/regulations and eligibility requirements for benefits, at any time. We will do our best to provide you with the most current guidance. Each case is fact-specific and it is advised that you contact an experienced immigration attorney if you have questions regarding your situation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## Change of Status to F-1: Declaration of Finances

The following is an estimate of the cost of one academic year (2 semesters) of full time study:

	<u>Undergraduate</u> (based on 12 units per semester)	<u>Graduate</u> (based on 9 units per semester)	<u>Graduate Business Professional Programs</u> *MBA, MSBA (based on 9 units per semester)
Tuition & Fees	\$16,499	\$15,557	\$20,417
Health Insurance (based on academic year)	\$ 1,550	\$ 1,550	\$ 1,550
Living Expenses (based on 9 months)	\$18,000	\$18,000	\$18,000
<b>TOTAL</b>	<b>\$36,049</b>	<b>\$35,107</b>	<b>\$39,967</b>

### Section 1: Student Information

\_\_\_\_\_

**Family Name**

\_\_\_\_\_

**Given Name**

\_\_\_\_\_

**NetID**

### Section 2: SOURCES OF FUNDS - YOU MUST PROVIDE REQUIRED DOCUMENTATION.

Financial documents that demonstrate proof of funding must be in English and must:

- Be an official bank statement or bank letter on letterhead with a stamp/seal and/or bank officer's signature.
- Include an issue date that is within the past 4 months
- Include the account holder's name.
- Include a specific amount in dollars (USD).

<b>Acceptable Types of Documentation</b>	<b>Not Acceptable Types of Documentation</b>
Bank Letters	Employer Letters / Salary Statements
Bank Statements (Savings or Checking Accounts)	Line of Credit Letters
Fixed/Term/Time Deposits - must be able to be withdrawn at any time without penalty	Provident (Retirement) Fund Statements
Loan Letters	Stock Market, Equity, or Mutual Fund Statements
Scholarship Letters (Private, Government, School, etc.)	Life Insurance Policy
Solvency Letter - Bank letter indicating funds immediately available to the individual	

\$ \_\_\_\_\_

**PERSONAL FUNDS**

\$ \_\_\_\_\_

**SCHOLARSHIP, GOVERNMENT, OR OTHER AGENCY FUNDS**

\$ \_\_\_\_\_

**FAMILY OR PRIVATE INDIVIDUAL AS SPONSOR** (Complete Information below)

**Sponsor's Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Sponsor's Complete Address:** \_\_\_\_\_

I guarantee without reservation to support annually the educational costs and living expenses including tuition and fees, meals, books, supplies, health insurance, medical and emergency expenses, travel and personal expenses of the student named on the reverse of this form while s/he is enrolled at California State University, East Bay. I further guarantee that the student will not become a public charge during his/her stay in the United States.

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

**Student Signature**

\_\_\_\_\_

**Date**