

## Procedure to Apply for a 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):

1. Change of Status I-20 Request Form (Page 3)
2. Change of Status Declaration of Finances Form (Page 4)
3. Verification of Funds
4. Verification of Remaining requirements (Graduate Students only)- email from your major department.
  - a. Verification is not needed if you are applying before or during your first semester.
5. 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.

Apply for a Change of Status to F-1 with USCIS (inside the U.S.)	Apply for an F-1 Visa at a U.S. Embassy-Consular Processing (outside the U.S.)
<ol style="list-style-type: none"> <li>Form <a href="#">G-1145</a> (to receive application status notifications from USCIS by email or text message)</li> <li>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>Original Completed USCIS Form <a href="#">I-539</a></li> <li>Original Completed USCIS Form <a href="#">I-539A</a> (if applicable)</li> <li>Copy of your CSUEB Form I-20 signed and dated by you and issued for Change of Status Requested</li> <li>Letter of Explanation</li> <li>Copies of your passport, current visa page/ USCIS Form I-797 Notice of Action, and your most recent Form I-94</li> <li>SEVIS I-901 Fee receipt (Pay \$350 at <a href="http://www.fmjfee.com">www.fmjfee.com</a> and print out receipt.)</li> <li>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>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>Original CSUEB Form I-20 signed and dated by you and issued for Initial Attendance</li> <li>Cal State East Bay Admission Letter</li> <li>Cal State East Bay Transcript showing your enrollment history</li> <li>Proof of current registration at Cal State East Bay (if enrolled)</li> <li>Your original passport</li> <li>Proof of financial support</li> <li>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>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> <b><u>**Students who chose to depart the U.S. and re-enter as an F-1 student are strongly encouraged to complete one academic year in F-1 status before applying for CPT and OPT. If you choose to apply for CPT and/or OPT without completing one academic year in F-1 status, CIE is not responsible for any negative consequences related to any future applications you file with USCIS. **</u></b></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 <a href="#">New Student Information Form</a>. 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 <a href="#">New Student Information Form</a>. CIE needs these documents to activate your F-1 electronic record in the SEVIS database.</p>

## I-20 Request Form- Consular Processing or Change of Status to F-1

Please complete this form to request an Initial I-20 for Consular Processing or Change of Status from CSUEB.

### Student Information

Family/Last Name:	First Name:
NETID:	Current Immigration Status:
City of Birth:	Date of Birth:
Country of Birth:	Country of Citizenship:
Email:	U.S. Phone #:
Home Country Address (include street number & name, city, state, postal code, country)	
US Address (include street number, street name, apartment number (if applicable), city, state, zip)	

### Application Method- choose ONE option only.

<p><b>USCIS-</b> I intend to apply for Change of Status to F-1 with USCIS while remaining inside the USA. This I-20 will not be valid for travel.</p> <ul style="list-style-type: none"> <li>I understand that I am required to submit a copy of my receipt notice to CIE within 10 days of receiving it.</li> </ul>
<p><b>Consular Processing-</b> I intend to apply for an F-1 visa at a U.S. Embassy outside the USA. This I-20 is not valid for mail to USCIS.</p> <p><b>**Students who chose to depart the U.S. and re-enter as an F-1 student are strongly encouraged to complete one academic year in F-1 status before applying for CPT and OPT. If you choose to apply for CPT and/or OPT without completing one academic year in F-1 status, CIE is not responsible for any negative consequences related to any future applications you file with USCIS. **</b></p>

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

<p>I understand that I must complete the Check-In procedure within 10 days of receiving the approval notice or upon arrival into the U.S. in F-1 Status.</p> <p><b>USCIS-</b> procedure requires you submit a copy of your Approval Notice from USCIS and a completed New Student Information Form</p> <p><b>Consular Processing-</b> Procedure requires you submit a copy of your F-1 visa and printout of your I-94 showing F-1 and D/S.</p>
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<b>Student Signature:</b>	<b>Date:</b>
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## Declaration of Finances- Change of Status to F-1

### Student Information

Family/Last Name:	First Name:
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### Required Funds

Please review our [Cost of Attendance](#) for the specific program for which you are requesting an I-20.

- Our Cost of Attendance page shows the minimum amount required.
- There are no exceptions to showing the minimum amount listed.

### Source of Funds

Financial documents that demonstrate proof of funding must be in English and must:	
<ul style="list-style-type: none"> <li>• Be an official bank statement or bank letter on letterhead with a stamp/seal and/or bank officer's signature.</li> <li>• Include the account holder's name and have an issue date that is within the past 4 months</li> </ul>	
<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	Life Insurance Policy

<u>Select</u>	<u>Source of Funds</u>	<u>U.S. Dollar Amount</u>
	My own personal account	
	My family member(s) or friend will pay for my education. This is to certify that I (we) the undersigned agree to provide the funds required for study at CSUEB and that I (we) are submitting financial document(s) indicating the availability of funds Sponsor Name: _____ Sponsor Signature: _____ Sponsor Name: _____ Sponsor Signature: _____	
	Other (please specify)	

### 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).

### Acknowledgment and Signature

I certify that the information given on this form is complete and accurate to the best of my knowledge.	
<b>Student Signature:</b>	<b>Date:</b>