

## CHANGING TO F-1/M-1 STATUS

### ELIGIBILITY:

In order to file a change of status to F-1/M-1, the non-immigrant must be:

- In an immigration status that allows for that change (see NOTE)
- In valid non-immigrant status
- Admitted to an academic program

### DEPENDANTS:

The following documentation will be required for each dependent that will be travelling with you:

- Marriage certificate
- Birth certificate

### TIMELY FILING:

A non-immigrant in F-2, B-1/B-2 or J status who wishes to file a change of status to F-1/M-1 must do so before his/her current status expires.

### PROCEDURE:

With the advisor's assistance, you will mail the following documents to USCIS:

- Form I-539
- I-20
- Proof of financial support for the first year of studies and for any dependents in the U.S.
- Cover letter addressed to USCIS requesting the change of status, explaining your immigration history and why you entered the U.S. with a different status, why the change is needed, and why it is important to study at ICT and what you will do with the diploma/degree in the future.
- Copy of I-94 (front and back) or information retrieval
- Proof of current legal status (if on dependent visa, provide photocopies of primary visa holder's legal status) such as (a) I-94 and (b) DS-2019, or I-20.
- Photocopies of I-94s (front and back) or information retrieval for any dependents who will be changing status with you.
- Check or money order payable to USCIS for \$290

**IMPORTANT!** All documents (including financial documentation) submitted in any language other than English must include a full CERTIFIED English translation. The translator must certify that the translation is complete and accurate. Additionally, all documents must be notarized as well.

Send to: USCIS Dallas  
P.O. Box 660166  
Dallas, Texas 75266

### NOTE:

Non-Immigrants in C, D, K, M or those who entered the U.S. under the Visa-Waiver Pilot Program cannot change to F-1 status. In addition, those with J status subject to the two-year home physical presence requirement may not change status in the U.S.

**B non-immigrants (both B-1 visitors for business and B-2 visitors for pleasure) are prohibited from “enrolling in a course of study or taking other actions inconsistent with B non-immigrant status” unless USCIS first approves a change of status to F-1/M-1.**