

CHANGE OF STATUS INSIDE THE USA

NOTE THE COS APPROVAL WILL GRANT YOU A STATUS, NOT A VISA

There is no guarantee an F1 visa stamp will be granted, even a change of status has been approved inside the U.S.

1. The current change of status process takes about 4-6 months (depending on the Service Center).
2. Maintain a valid immigration status at the time a change of status application is submitted.
3. A biometric interview at a local Application Support Center is required.
4. Do not leave the USA after the submission of an application.
5. Must inform USCIS of any address change.
6. H4 applicants can enroll full time and F2 can enroll part-time during the change of status process, but employment is not allowed.
7. Full-time enrollment is required upon change of status approval.
8. Mandatory Orientation and SEVIS Check-in,
9. EMU health insurance is required during the program of study, unless eligible for a waiver.

Please prepare the following documents for the change of status application:

1. Form I-539 (<https://www.uscis.gov/i-539>)
*Form G-1145, E-Notification of Application (<https://www.uscis.gov/g-1145>) *not required for online filing
2. SEVIS I-901 fee \$350 (<https://fmjfee.com/i901fee/index.html#>) *need SEVIS ID#, and EMU School code (DET214F00310000)
3. Change of status I-20 – sign and date the I-20 before submission
4. Application fee - \$370 plus \$85 biometric fee (**total \$455**) payable to the U.S. Department of Homeland Security (Check or money order). For online filing, pay at Pay.Gov
****Proposed increase of fee to \$525 with biometric for online filing & \$620 with biometric for paper filing**
****Premium processing \$1,750 with Form I-907**
5. Proof of financial ability (bank Statement) for the amount indicated on the I-20
6. Notarized Form I-134 (Financial sponsor who resides in the U.S., if not a family member)
7. Copy of Scholarship letter (if applicable)
8. Copy of an academic transcript, if currently enrolled at EMU (optional)
9. Verification of applicant's current immigration status:
 - Copy of Passport, Visa stamp, I-94, or I-797A Approval Notice, I-20 or DS-2019, or employer letter (if applicable)
 - For J visa holders, must have 212(e) waiver approval, if subject to 2 Years Home Stay Requirement.
10. Marriage certificate / birth certificate *with authorized translation
11. Verification of the principal visa holder:
 - Copy of Passport, Visa Stamp, I-94, or I-797A Approval Notice, I-20 or DS-2019 (if applicable)
12. Proof of employment of the principal visa holder:
 - Employment letter or recent pay stubs (recommend)
13. If you are in the final stage of your “green card” processing, you need to provide a letter from your lawyer that a COS to F1 will NOT jeopardize your AOS petition.

USCIS mailing address (For U.S. Postal Service) — USCIS, Attn: I-539, P.O. Box 660166, Dallas, TX 75266-0166

For online filing, check the USCIS website @ <https://www.uscis.gov/file-online>