

Those who wish to apply for a change of status must comply with all the necessary steps outlined in the application procedures. In addition, they must do the following after acceptance to LCCC and after the I-20 has been processed; the international student advisor will assist students with this procedure:

_____1. Write a letter to the United States Citizenship and Immigration Service requesting the change of status and why they are NOT planning to remain in the United States after completion of their studies. The letter should include reasons for studying in the US, (as oppose to study in the home country) and reasons they intend on returning home and not emigrating to the US, (such as family, home ownership, work, etc...in home country).

_____3. Provide copies of both sides of the I-94 (process must begin at least 45 days prior to is expiration).

_____4. Submit an I-539 Form to United States Citizenship and Immigration Service. There is a fee to process this form payable to USCIS. Currently it is \$300, (July 30, 2007).

_____5. Submit a copy of the I-20.

_____6. Provide a copy of the I-901 fee receipt. The I-901 is a \$200 SEVIS fee required after an I-20 is processed (see next page).

_____7. Submit second copy of the notarized Affidavit of Support, the first copy is held with the student's record.

_____8. Copies of current documents showing lawful status, if applicable.

_____9. Timing is crucial and must be done no later than 45 days prior to the expiration of the B-Visa I-94, and no more than 30 days before the beginning of the next semester start date.

****IMPORTANT:** When a change of status is done from within the US, your are given the F1 visa 'status' and not an actual visa, which will pose problems if you leave during your studies and try to return to the US. You could be denied entry back into the US and your F1 status will be terminated. You should prepare to apply for the visa at the consulate in your country.

The United States Citizenship and Immigration Service will determine if the change of status is approved. Change of status is NOT guaranteed. Keep a copy of ALL paperwork submitted to USCIS for your records. It is advisable to send the packet via 'registered receipt mail,' to ensure its delivery to:

USCIS, VERMONT SERVICE CENTER
ATTN: I-539
75 LOWER WELDEN ST.
ST. ALBANS, VT. 05479