Change of Status Information

You may request a change of status via MAIL:

- Complete the international student application requirements:  [http://www.clcillinois.edu/international](http://www.clcillinois.edu/international)
- Obtain a CLC I-20 document for F-1 Status
- Complete Form I-539  [http://www.uscis.gov/i-539](http://www.uscis.gov/i-539)
- Obtain your I-94  [www.cbp.gov/I94](www.cbp.gov/I94)
- Obtain money order or cashier’s check payable to USCIS for $370.00
- If you are requesting a change from B1/B2, write a letter about how you are financially supporting yourself. Attach to other financial (see 3G on Form I-539).
- If you are requesting a change from a working visa, write a letter with this information: your name, name and address of your employer, weekly income, and this statement – “The employment was specifically authorized by USCIS.” Attach to other financial letters (see 3G on Form I-539).
- Obtain the last 4 months of bank statements – from you/sponsor
- If your sponsor resides in the US, ask him/her to complete the Form I-134 Affidavit of Support – see  [http://www.uscis.gov/i-134](http://www.uscis.gov/i-134)
- Write a letter about why you want to change to F-1 status and study at CLC
- Make a copy of I-20 – don’t forget to sign it!
- Pay the $200.00 SEVIS fee. We recommend to pay online using a credit card:  [www.FMifee.com](http://www.FMifee.com)
- Make a copy of passport pages: Visa stamp and ID pages
- If you are a dependent of an H, Temporary Worker: copy of Form I-129 filed for the employee or a copy of the filing receipt; copy of the employee’s Form I-94 or approval notice; and evidence of relationship (birth certificate or marriage certification)
- Complete Form G-1145, if you choose
- Make copy of everything before mailing
- Place in the following order:
  a. I-539 with check attached
  b. Form G-1145, if you choose
  c. I-20 copy
  d. Financial documents – including I-134
  e. Letter requesting Change of Status
  f. Original I-94
  g. Copy of passport (include marriage or birth certificates for dependent applicants)
  h. Receipt of SEVIS payment, if necessary

[CERTIFIED MAIL:](mailto:USCIS)
USCIS
PO Box 660166
Dallas, Texas 75266

[EXPRESS MAIL:](mailto:USCIS)
USCIS
Attn: I-539
2501 S. State, Highway 121 Bus
Suite 400
Lewisville, TX 75067

College of Lake County  Center for International Education  Revised: March 2015