

CHANGE OF STATUS TO F-1



**Office of International Students
and Scholars MS/074**
120 Fitzgerald Student Services Bldg.
Reno, NV 89557-0144
(775) 784-6874
Fax: (775) 327-5845
EMAIL: oisss@unr.edu
<http://www.unr.edu/oiss>

The person applying for the change of status will need the following:

- I-539 original USCIS form available at OISS or online at
 - o <http://uscis.gov/graphics/formsfee/forms/files/i-539.pdf>
- Check or money order made payable to "Department of Homeland Security" for \$300
- Original SEVIS I-20 issued by UNR for your specific field and purpose.
- Copy of I-94 card (front and back)
- Copies of passport biographical information page and visa stamp(s)
- Letter of admission to UNR
- Original bank documents showing financial support for self and family (if applicable)
- Letter of explanation of why you are applying for a change of status
- Receipt for payment of SEVIS fee <https://www.fmjfee.com/i901fee/>

F-2 Additional Document(s):

- Copy of all husband or wife's SEVIS I-20 documents, and copy of F-2 SEVIS I-20

J-1/J-2 Additional Document(s):

- Waiver of two year home rule (if applicable)
- Copy (ies) of DS-2019

H-1/H-4 Additional Document(s):

- Copy of H-1B and H-4 approval (I-797 notice)
- Confirmation of H-1B's continued employment

B1/B2 Additional Document(s):

- Letter certifying that student did not intend to study when they entered as B1/B2, and explaining why they now want to change status. B1/B2 visa holders cannot change status within the first two months of entry.

The student applying for the change of status should send the abovementioned documents via registered mail to:

**California Service Center
USCIS
PO Box 10539
Laguna Niguel, CA 92607-1053**

Please copy the entire packet that you send to USCIS and keep it for your records. You should receive a receipt notice within a few weeks and you will be able to track your case at:

<https://egov.immigration.gov/graphics/cris/jsps/caseStat.jsp>

An alternative to changing your status within the US would be to travel outside the country and apply for an F-1 student visa. For more information regarding this option, please call OISS and make an appointment to meet with an immigration advisor.

IMPORTANT: If you do not hear back from the California Service Center regarding your case within 3 months please make an appointment to meet with an OISS advisor and bring to the meeting a copy of your receipt notice. If you should get your approval you must make an appointment to see an OISS advisor and bring to the appointment a copy of the approval notice from the USCIS so that we can register your change of status with the Student and Exchange Visitor Information System (SEVIS).