

**Checklist for International Applicants Seeking  
Change of Status to F-1 Student Visa**

Below is a list of documents USCIS requires you to submit in order to request a change to your visa status.

1. A completed Form I-539 Application to Extend/Change Nonimmigrant Status. To obtain the most current version of this form, visit <http://www.uscis.gov>, click on Forms, and select I-539. It is highly recommended that you review all the instructions on this page to ensure you are properly completing the application.
2. A check or money order made out to the U.S. Department of Homeland Security for the current filing fee. You can view this fee on the page listed above by clicking on the Filing Fee menu. Your name and address should appear in the appropriate fields on the check or money order.
3. Photocopies of current immigration status documents:
  - Passport
  - Visa
  - Form I-94 (You can get this form online at <https://i94.cbp.dhs.gov/i94/#/home#section>, click on Get Most Recent I-94, click Consent and Continue, enter your personal information, click Next, then print the results page.)
4. Original financial support documents AND bank statements showing at least four months of activity. Statements cannot be older than six months at the time of applying. Financial documents are required to show at least the minimum amount required as shown here <http://www.tccd.edu/admission/how-to-apply/international/apply-to-tcc/first-time/>.
5. Write a letter to USCIS explaining why you wish to change your status. You may write the letter in any format you wish, but it is recommended to at least include the following:
  - Reason you are requesting to change your status
  - Your plans to return to your home country (or depart the US) upon completion of studies
  - How your studies will benefit you when you return home
6. If your application includes dependents (spouse, child, etc.), include documentation proving their relationship to you (ex: birth certificate, marriage license).
7. Copy of Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, provided by the school. You should keep the original of this document for your records.