

CHECKLIST FOR CHANGE OF STATUS TO F-1
FOR INTERNATIONAL STUDENTS

To be eligible to change status, you must be “in-status” with your current visa at the time that the application will be submitted to USCIS. Please discuss the timing of your application with the International Student Advisor, as filing too early or too late can result in a denial. The required forms are found at www.uscis.gov . IF YOU HOLD THE B-2 OR F-2 VISA, YOU SHOULD WAIT UNTIL YOUR F-1 VISA HAS BEEN APPROVED BEFORE ENROLLING IN DEGREE-SEEKING COURSES. This usually takes several months.

PLEASE ALLOW AT LEAST ONE WEEK AFTER YOU HAVE COMPLETED ALL REQUIREMENTS LISTED BELOW IN ORDER FOR YOUR I-20 TO BE PREPARED.

- _____ Durham Tech application for admission to a curriculum program

- _____ Official high school transcript, or equivalent, showing graduation (must be officially translated into English). A transcript from a university showing receipt of a degree may be substituted.

- _____ Durham Tech ASSET or COMPASS Placement Tests
 - Writing Skills_____ Reading Skills_____
 - Numerical Skills_____ Elem. Algebra_____

- _____ Other tests or program-specific requirements

- _____ Current valid passport

- _____ VISA stamp (current status_____)

- _____ Form I-94 (The **ORIGINAL** card) (Expiration date_____)

- _____ Evidence of financial support: (\$18,000.00 for each year of your program) Additional funding and documents are required if there are dependents. Form I-134 and supporting documents must be submitted. A U.S. tax return is required for U.S. residents who will be supporting a student. All funds should be shown in U.S. dollar amounts.

- _____ Health insurance

- _____ Form I-539 (the USCIS change of status application form)

- _____ Check or money order for \$300.00 made payable to DHS (Department of Homeland Security)

- _____ Payment of \$100 SEVIS fee (to be done AFTER an I-20 is issued. Receipt needed to accompany application for change of status)

- _____ Current foreign address (street address, not a post office box number)

- _____ Current e-mail address

- _____ For F-2, J-2 or H-4 applicants: Evidence that the F-1, J-1 or H1B visa holder is currently in status. A letter from the International Student Advisor or employer is recommended.