Marymount University, International Student Services

Change of Visa Status to F-1

Eligibility:

Individuals currently in the United States (U.S.) with a valid non immigrant status may apply for a change of status to F-1 without traveling outside the U.S. You must be admitted to and/or enrolled at Marymount University.

Please note that your current non immigrant status must be valid up until the date the F-1 status is requested to begin. There is a chance that your application may be denied by the United States Citizenship and Immigration Services (USCIS) if they determine that the change of status would be approved more than 30 days in advance of your program start date.

Note that F-2 and B1-2 visa holders are eligible to apply for a change of status to F-1 but are not eligible to enroll in academic classes until the change of status to F-1 is approved by the (USCIS).

Application Procedure:

1- **Meet with a Designated School Official (DSO) at the International Student Services (ISS) Office** to determine if you qualify for a change to F-1 status. An ISS advisor will go over the application process with you.

2- Write a cover letter to USCIS explaining the need for the change of visa status. Explain your current circumstances, include information about your immigration status, why and how your goals have changed since entering the U.S., as well as demonstrating ties and showing intent to return to your home country.

3- Complete immigration form **I-539**

4- If you are changing from an “A” or “G” visa you must also obtain two copies of immigration form I-566. Please ask the international organization or the Embassy sponsoring your visa to process two original I-566 forms and get a release for you from the State Department allowing you to change your status.

5- **Request an I-20 form from the ISS office.** To obtain an I-20, please submit the following documents:
   - A completed Advisor Certification Form, available at ISS
   - Financial documents showing sufficient funds to cover tuition and fees, living expense, books, supplies and health expenses for one academic year.
   - Complete the ISSI (International Student Supplemental Information) form from Admissions.
   Once the above documents have been submitted, an ISS advisor will issue an I-20 form within one week.

6- Pay the SEVIS Fee (Form I-901) of $200 and print a receipt at [https://www.fmjfee.com](https://www.fmjfee.com)

Mail the following to USCIS:

- Original letter of explanation
- Original I-539
- Two Original I-566 (if you are changing from A or G)
- Copy of financial documents
- Copy of form I-20
- Receipt for SEVIS fee of $200
- Copy of passport ID page
- Copy of I-94 printed from [https://i94.cbp.dhs.gov/I94/](https://i94.cbp.dhs.gov/I94/)
- Copies of all other immigration documentation from your current status
- If you are a registered student include proof of registration
- $290 application check made payable to USCIS (except if you are changing from an A visa)

Mail all documents at a U.S. Post Office:

**U.S. Postal Service (USPS) only**

- USCIS
- PO Box 660166
- Dallas, TX 75266

**Courier service (FedEx or UPS)**

- USCIS, Attn: I-539
- 2501 S. State Hwy. 121, Business Suite 400
- Lewisville, TX 75067

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