



F-1 CHANGE OF STATUS CHECKLIST: INSTRUCTIONS FOR ONLINE FILING WITH USCIS

To file electronically, [create a USCIS online account](#), then submit **Form I-539, Application to Extend/Change Nonimmigrant Status**. Be prepared to provide the following supporting documents:

☐ **Change of Status I-20**

- You can access it under the Documents tab in MyGlobal. Print your I-20, then sign with a wet ink signature.

☐ **SEVIS I-901 Fee Receipt**

- Pay online at fmjfee.com.
- Students with a country of birth/citizenship of Cameroon, Ghana, Kenya, Nigeria, or Gambia cannot pay online and must pay by mail or Western Union Quick Pay. Mail service varies throughout the world, allow at least 2 weeks for delivery. For instructions, visit <https://www.ice.gov/sevis/i901>.

☐ **Form I-94**

- Access your electronic form at <https://www.cbp.gov/i94>.

☐ **Copies of Current Immigration Documents**

- Include the visa page from your passport, the biographic (ID) page and any other immigration documents related to your current status.

☐ **Proof of Funding**

- If applicable, include English translations of documents.

☐ **Student Letter** (*recommended*)

- Letter explaining why you are requesting a change of status to F-1, describing your ties to your home country and confirming your intent to return home after your studies

☐ **University of Arizona Admission Letter or Transcript** (*recommended*)

- Upload to "Additional Information" section of the application.

☐ **Application Fee**

- May be paid through your bank account (ACH), debit or credit card.

- After receiving your application, USCIS will send a receipt within 2-3 weeks. The receipt is called Form I-797 Notice of Action. You must submit a copy of the receipt to ISS.
- You can track your application status through your USCIS online account and find current processing times on the [USCIS website](#). While your application is pending, you should not travel outside the U.S. If you receive a Request for Evidence (RFE), contact ISS immediately for guidance.
- After your change of status application has been adjudicated by USCIS, they will send an I-797 approval or denial notice. You must submit a copy of the notice to ISS. If approved, an international student advisor will issue you an updated I-20 showing the change of status approval.