

### CHANGE OF STATUS CHECKLIST

In order to properly submit the application for your request to change immigration status, please make sure that the following items are correctly filled out and/or mailed to the USCIS Service Center. Staff members at the International Student & Scholar Institute (ISSI) will advise you about the appropriate rationale and eligibility criteria for requesting a change of immigration status and will assist you throughout the process, if applicable in your situation.

- A completed Form I-539 (original), available online <http://www.uscis.gov/files/form/i-539.pdf>
- An original Form I-20 issued by Northeastern (signed & dated)
- A bank check or money order payable to the U.S. Citizenship and Immigration Services (USCIS) for the required **\$300** filing fee the I-539 application.
- Proof of SEVIS fee payment for the required amount of \$100. This fee can be paid on-line by completing Form I-901. For detailed information, please refer to the following website [www.fmjfee.com/i901fee/](http://www.fmjfee.com/i901fee/). We (ISSI) suggest that you pay SEVIS fee as soon as you receive the Form I-20 to allow sufficient time for system to update the fee payment in your electronic SEVIS record. Also print a copy of the online receipt to use as temporary proof of payment until you receive the Form I-797 receipt.
- Photocopies of financial documents that demonstrate your or your sponsor's ability to pay for your study, and support yourself/you while you are in the U.S.
- Photocopies of your I-94 form (both sides) and your current visa stamp
- Photocopy of your passport identification page(s)
- Photocopy of principal visa holder's (spouse, mother or father) I-94 form (both sides) (if applicable)
- Photocopy of principal visa holder's (spouse, mother or father) \_\_\_\_\_ form/document (if applicable)
- Photocopy of principal visa holder's (spouse, mother or father) \_\_\_\_\_ current visa stamp (if applicable)
- Photocopy of your two-year residency requirement waiver (for "J" visa holders only)
- A cover letter explaining why you are requesting the change of status
- Other: \_\_\_\_\_ (if applicable)

The ISSI recommends that you retain a copy of your application and supporting documents for your records.

Mail your application (certified mail, return receipt requested) to the USCIS Service Center having jurisdiction over the district of your residence. If you live in Massachusetts, New Jersey, Connecticut, or any other state in the Northeast Region (see I-539 Form/ Instructions, page 6), you send the application to:

**USCIS Vermont Service Center**  
ATTN: I-539  
75 Lower Welden Street  
St. Albans, VT 05479

When the USCIS receives your application, it will deposit your payment of the fee and mail you a Form I-797 Notice of Receipt with your assigned case number. You can check the status of your application by calling the phone number on the bottom of the I-797 or online <https://egov.uscis.gov/cris/jsp/index.jsp> by entering your case number.