



NEW CHANGE OF STATUS

Application Procedure

Change of Status process usually takes about 6-12 months. You must be in status to change status. Once approved, you must study for a minimum of 3 sessions at Evergreen Academy.

1. Fill out the application and pay the \$150 non-refundable application fee.
2. Send us an original bank statement confirming there is \$17,000 USD in your account (add \$5,000 USD per person if you have a dependent).
 - *If you have a sponsor in the U.S., send his/her bank statement along with a completed I-134 form .
(<https://www.uscis.gov/i-134>). If your sponsor is outside the U.S., get a Financial Affidavit from that country that is confirmed by a public notary.
3. Send us a copy of your passport and visa.
4. Bring the original I-94 if you entered the country before 2013 or a printout if you entered after 2013.
5. Complete and sign the Change of Status Form: I-539 electronically and save it in case you need to make changes (<https://www.uscis.gov/i-539>).
6. Bring a signed cover letter stating the following:
 1. What were you doing as a ____ visa?
 2. Why do you want to change to an F-1 visa?
 3. What do you plan to do after you finish the program and go back to your country?
 4. A list of documents you will enclose in the application.
7. Required payments:
 - *Application fee (non-refundable): \$150
 - *SEVIS fee (non-refundable): \$350
 - *Processing fee (non-refundable): \$500 (For F-1) +\$200 for spouse and +\$100 each for additional family members)
 - *Separate Check / Money Order (non-refundable) written out to "U.S Department of Homeland Security"
\$370 (F-1) +

Total: \$1370