Change of Status to F-1 Non-Immigrant Visa

***Important: DO NOT LET YOUR CURRENT STATUS EXPIRE

When Should I apply?

You must submit an application for extension of stay or change of status before the expiration date on your I-94 or I-20 form. We suggest at least 6 months before your status expires or as soon as you determine your need to change status. Most students who are on a dependent visa, e.g. F-2, H-4, J-2, L-2, need to apply to change their status before their 21st birthday.

How do I apply?

1. Please first contact the Designated School Official, Lily Lam (llam@hbu.edu), to notify her of your intention to change or extend your status and to set an appointment.
2. Make sure you have the appropriate items for your appointment to apply for the change of status. These items can be found to the right.

Contact Information

Lily Lam (Designated School Official)
Email: llam@hbu.edu
Phone: 281-649-3292

Appointment Checklist

Immigration Documents

- Original I-20
- Your current visa documents
- ID page of your passport
- Active passport page showing expiration date
- Visa Stamp in the passport
- BOTH Sides of I-94 card
- Immigration documents of dependents

Form I-539

The link to the application to Extend/change Non-immigration Status can be found on our international website. Remember to fill out both sides of the form, answer questions in Part 4 item 3 on a separate page when necessary and complete the mailing label.

Letter

Request the change of status and explaining your circumstances and plans in letterform.

Financial Documents

Provide evidence which supports section 8 on your I-20, personal or family bank statements in **U.S. Dollars**. Be sure to provide verified letters of scholarships. If you are relying on your own personal funds, please provide the last three personal bank statements showing debits and credits. If funds are provided by other U.S. sponsors, please bring a copy of their latest 1040 tax form and a copy of their W2 form along with I-345 Affidavit of Support.

USCIS Personal Check ($290)

Personal check made payable to the United State Citizenship and Immigration Services (USCIS); write your I-94 card number, name (if not already printed on your check), and the type of application you are requesting on the face of your check. *Fee subject to change.

SEVIS Fee Receipt

Provide a receipt showing you have paid the "SEVIS fee" which you can print when you pay the fee online at: www.FMJfee.com