



## Request for Change of Status to F1

**Note: You must be accepted by Cambridge College prior to applying for Change of Status.**

Cambridge College is happy to assist students with the Change of Status procedure, should the student choose to change status in the U.S. rather than travel abroad to obtain an F1 visa. Cambridge College strongly recommends that students who do not have a compelling reason to stay in the U.S. to change status return home to apply for the F1 visa. Students who change to F1 status will be required to apply for an F1 visa if they depart the U.S. for any reason, any destination, or any length of time, and wish to return to the U.S. to continue their studies.

### SECTION I: Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
CCID: \_\_\_\_\_ Email address: \_\_\_\_\_

### SECTION II: Current Status

I entered the U.S. on \_\_\_/\_\_\_/\_\_\_\_\_ on a \_\_\_\_\_ visa. My visa expiration date is \_\_\_/\_\_\_/\_\_\_\_\_.

My current status expires on \_\_\_/\_\_\_/\_\_\_\_\_. I understand that I must apply for a Change of Status to F1 prior to the expiration of my status and/or my visa. I ( am /  am not) permitted to study in my current visa status.

### SECTION III: Student responsibilities while pursuing Change of Status through Cambridge College

Pursuant to 8 C.F.R. § Sec. 248.1(c), I understand that, if study was not permitted under my current status, I may not begin my studies until my Change of Status application has been approved. **This means that, if my current status is B1, B2, or F2, I am not permitted to being my studies until my Change of Status has been approved.** I understand that, while my application is pending review, I am not permitted to engage in employment at any time. I understand that transfer to another institution, departure from the United States, or enrolling in courses if I am not permitted to study in the U.S. constitutes abandonment of the Change of Status petition.

I have been advised of these responsibilities and restrictions and understand that it is my responsibility to abide by them while my application for Change of Status is pending.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION IV: International Student Office approval

Student record reviewed: \_\_\_/\_\_\_/\_\_\_\_\_ Application completed: \_\_\_/\_\_\_/\_\_\_\_\_ P/DSO initials: \_\_\_\_\_

**Student's eligibility to commence study while CoS is pending:**  Permitted  Forbidden

**Student has been advised of his/her eligibility to study while CoS is pending:**  Yes  No

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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### SECTION V: Procedure for applying for Change to F1 Status

Please follow these steps, **in order**, for completing a petition for Change to F1 student status. Note that your application for Change of Status may be delayed if you fail to complete any of these steps, or fail to complete them in order.

1. **Complete sections 1 through 4 of this form.** This form is not complete if any of the required information or signatures are missing.
2. Visit [www.uscis.gov/uscis-elis](http://www.uscis.gov/uscis-elis) and create an account. Note: It is of **utmost importance** that you write down both the email and password associated with this account. Resetting a lost/forgotten password is difficult.
3. **Email the International Student Advisor to make an appointment** to go through the Change of Status application process. If you would like to log in to your USCIS ELIS account and begin answering the questions there, you may do so. You may also wait until your appointment and go through the questions with the International Student Advisor. This is your choice entirely.
4. Bring **all required supporting materials** to the International Student Office when you come for your appointment. The materials required for a Change of Status application are:
  - a. **This form**, completed and signed.
  - b. **Essay**, written by the student and emailed to the International Student Advisor, in which you state:
    - i. The circumstances under which you came to the U.S. in a status other than F1
    - ii. Why you wish to change status in the U.S. instead of returning home to apply for the F1 visa
    - iii. What goals you have which require you to complete your degree with Cambridge College
    - iv. What you will do if your Change of Status application is rejected.
  - c. **I-901 payment receipt.** The I-901 payment can be made at <https://www.fmjfee.com/i901fee/index.jsp>.
  - d. **Filing fee of \$290.00**, which can be paid in one of two ways:
    - i. Debit/Credit card with sufficient funds for paying the fee
    - ii. Personal check, made payable to "United States Customs and Immigration Services"
  - e. **Financial Documents** dated no older than 3 months:
    - i. Must show at least \$30,000 in financial capability
    - ii. Must be accompanied by a completed and signed Affidavit of Support if the funds are in a sponsor's name
  - f. **Original I-94 card**
  - g. **Current, unexpired Passport**
  - h. **Current visa**
  - i. **Initial Cambridge College I-20** with "Change of Status Requested" annotation. This will be issued by the Cambridge College International Student Office when we meet to apply for your Change of Status.
5. Complete and submit the application, all supporting materials, and fee through USCIS ELIS.
6. Wait for a decision to be made on your application. **If you receive any form of communication from USCIS, notify the International Student Office immediately.**