

## CHANGE OF STATUS TO F1 – CHECKLIST

### APPLICATION CHECKLIST:

- Form I-539, which can be filled in and printed from the U.S. Citizenship & Immigration Service (USCIS) website at [www.fmjfee.com](http://www.fmjfee.com). If this form is not filled in before printing, then it should be typed.
- \$200 application fee check or money order, payable to the USCIS
- Form I-20, with your signature, printed name and date in item #11.
- Evidence of adequate funding (such as a bank statement or letter from the bank or graduate assistantship)
- Your **original** I-94 card
- Photocopies of your photo ID and expiration date page(s) of your passport
- Evidence of current immigration status in the U.S. (such as copies of spouse's I-20/DS-2019 and I-94 or (if applicable) copies of DS-2019's showing exemption from the two-year home country physical presence requirement) \*\*
- Any additional evidence necessary for secondary applicants – such as children's passport and I-94 copies
- Pay SEVIS fee & keep receipt. For more information see [www.fmjfee.com](http://www.fmjfee.com).

### THE PROCESS:

The USCIS Nebraska Service Center can take as much as four to six months or more to process a change of status application. The processing time can also vary depending on whether additional evidence is requested by the immigration service once the application is reviewed.

- After submitting the Form I-539 application to the USCIS service center you should receive a receipt (*Notice of Action*, Form I-797) in approximately two to four weeks. The document indicates your receipt number (if submitting to the Nebraska Service Center the receipt number will begin with "LIN"), which you can use to find out the status of your application at the following website:  
<https://egov.immigration.gov/cris/jsps/index.jsp>
- Later, if USCIS approves your application, you will receive another Form I-797, which will state the approval for change of status and include a perforated I-94, which should be kept with your I-20 and other immigration documents. You will also receive the Student Copy of your I-20 with an USCIS approval stamped in the upper-right corner.
- Please make sure to bring to the International Advisor a copy of your second *Notice of Action* (with the USCIS decision) and immigration document, so that we may accurately advise you in the future and notify the university records office of your actual immigration status.

\* **Please note** that you may not begin on-campus employment or a graduate assistantship appointment until you have received the change of status approval notice from the immigration service. If you have been offered a graduate assistantship, the Nebraska Service Center has provided instructions to the International Student advisor that will facilitate a request for an "expedited" change of status application that may greatly reduce the processing time to obtain approval. The expedite process cannot be used without first making arrangements with an International Student advisor.

It is recommended that you do not use any type of mail service that requires the USCIS to sign for your application. Unless you have made arrangements with an International Student advisor based on a graduate assistantship offer, you must submit your application to the following address:

**Nebraska Service Center**  
P.O. Box 87539  
Lincoln, NE 68501-7539