



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

Change of Status Information and Process

DISCLAIMER: It is recommended that individuals seeking to obtain a change of status consult with a qualified immigration attorney. The International Student Program at Saddleback College is able to assist eligible visitors with the change of status application procedure by providing an acceptance letter, and an I-20. ISO will provide interested parties with information concerning the pros and cons of doing a change of status vs consular processing – it is up to the interested party to determine if filing a change of status is in their best interest, and that individual assumes all liability associated with any decision made. Due to the fluid nature of governmental interpretation, applicants must understand that US Citizenship and Immigration Services (USCIS) reserves the right to change their interpretation of immigration regulations or eligibility requirements for benefits at any time. This information is provided for those interested in changing their current non-immigrant status to the F-1/student visa. The US Department of Homeland Security is the office that reviews and approves a change of status request. **Change of status is not guaranteed.**

CHANGE OF STATUS WITHIN THE US THROUGH FORMAL APPLICATION TO US CIS:

Currently, change of status applications are seeing lengthy processing times. This category of change of status requests is heavily scrutinized. It is therefore not recommended that a change of status be filed from B1/B2 to F1 unless you had a “prospective student” notation listed in your tourist visa and have consulted with an experienced immigration attorney.

Students changing from a B to an F **cannot** study while the change of status is pending. You must also be able to remain in the US on a valid tourist visa and **must file concurrent I-539 “bridge applications”** to extend your B1/B2 visa status to at least 30 days before the start date on your I-20/DS-2019 while the I-539 for the F-1/J-1 change of status is pending.

In general, it is recommended that you return home to apply for a student visa, however, if you decide to file a change of status request, you will need to gather the following:

APPLYING FOR A CHANGE OF STATUS:

1. Submit a completed International Student Application to the International Student Office. Please visit <https://www.saddleback.edu/iso/Admission-Requirements-International-Students> for a list of complete requirements.

You must be **officially accepted** at Saddleback College in order to pursue a change of status.

2. Submit the Change of Status application to US DHS. This is done only **after you have been accepted to Saddleback College**. Please call (949) 582-4637 to schedule the appointment. Please bring the following to the appointment:

- A completed Form G-1145 found at <http://www.uscis.gov/g-1145>. This will allow you to receive electronic updates.
- A completed Form I-539 found at <http://www.uscis.gov/i-539>. Complete this to the best of your ability in black ink.
- A typed letter to US DHS detailing the reasons for your request for a change of status. Specifically, your letter should explain: a. why you would like to attend school in the USA and how your education will assist you in your future career goals in your home country; b. how your extended stay will be temporary, including what arrangements have been made by you to depart the United States; c. any effect the extended stay may have on your foreign employment or residency.

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- **Proof of financial sponsorship including:**
Official bank statements (with certified English translations) indicating the amount required by Saddleback College. Please see the "Estimate of Expenses" in our application for specific information regarding costs. You should submit a bank statements from each of the last 4 months from your sponsor. If your sponsor is a US citizen, tax returns may be required. Please refer to the instructions on the I-134 for more information about this requirement. If your sponsor is not a US citizen or resident, the Saddleback College Statement of Financial Responsibility should be completed. If your sponsor is a US citizen, you should use the I-134 Form. The I-134 Form requires notary public authorization.
- **Application fee of US \$370.00.** This is the change of status application fee paid to the US Department of Homeland Security. Students can pay using a Visa or MasterCard or bank account information on-line.
- **Proof of payment of the \$350.00 SEVIS fee.** The SEVIS fee is required of all applicants applying for an F-1 visa. Payment is made directly to the US DHS via www.fmjfee.com and covers the cost of the SEVIS system. Applicants are encouraged to pay this fee on-line using a credit card as this will allow immediate receipt of proof of payment.
- **Original I-94** or I-94 printout obtained at CBP.gov/I94.
- **Copies of passport picture page and visa page** (E.g. J-1 applicants should bring the DS-2019); **do not send your passport.**
- **Information regarding any dependents (*children or spouse*) that will be included in the application.** Dependents require additional funding. Please contact the International Student Office for more information.

Processing Times

The current processing time is estimated at minimum 90 days. Early application is advised in order to ensure that you may start classes on time. Note: Change of status approvals is not guaranteed and is at the discretion of the U.S. Department of Homeland Security. It is highly advised that you obtain the services of a qualified immigration attorney to assist you on this process. For more information visit: <https://studyinthestates.dhs.gov/change-of-status>

Mail your application to:

USCIS Dallas Lockbox

U.S. Postal Service

USCIS

P.O. Box 660166

Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS

ATTN: I-539

2501 S. State Highway 121 Business

Suite 400

Lewisville, TX 75067

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