

# CHANGE OF VISA STATUS: H1-B to F-1

## REQUIRED DOCUMENTS:

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- Official UMKC admission letter stating acceptance into your program of study
- Completed Form I-539.
- G-1145 E-Notification Form
- Personal check, money order, or credit card authorization for \$370 payable to U.S. Department of Homeland Security
  - Do not write on the back of the check or money order, they will reject your payment
  - Please write out “U.S. Department of Homeland Security” in the Pay to the Order of area. Do not abbreviate.
  - If paying by credit card, you will need to fill out Form G-1450
- Written personal statement, include/explain:
  - State your current status, your plans while at UMKC, why you want to change status (DO NOT CITE EMPLOYMENT) from an H1-B to F-1
  - Explain longer term plans including ties to your home country, what your goals are when you return to your home country (teach? Expected job offer? Family?)
  - Clearly state the date you want your F-1 status to be effective (this date should be within 30 days of the program start date listed on your I-20)
  - Explain to USCIS that your intent to stay in the United States is temporary and explain that you did not have a pre-conceived intention to study in the U.S.
  - May want to include that you are aware of rules and regulations of your current and hopefully future visa status and will abide by them and remain in lawful visa status
  - Sign and date the letter
- Proof of financial support.
  - Official bank statements from the last 3 months with an account in your name to cover at least one academic year
    - If the bank statements do not have your name on them, you will also need **an affidavit of support**
  - All documents must be dated within the last 6 months
  - If you are being sponsored by your government, you must have your official financial guarantee/sponsorship letter
- Copies of your current passport, visa, I-94, I-797 Approval Notice
- Letter from your employer acknowledging that you are still employed (you may also submit current pay stubs)
- Change of Status I-20 (ISAO will create when your application has been reviewed and looks complete)
- Pay the required SEVIS I-901 fee AFTER you have received your new I-20 (you will use/pay your NEW SEVIS ID) <http://www.ice.gov/sevis/i901/index.htm> Include the receipt for SEVIS I-901 fee with the application.

## MAIL VIA UPS OR FEDEX TO:

USCIS, ATTN: I-539  
2501 S. State Highway 121 Business, Suite 400  
Lewisville, TX 75067

## OTHER IMPORTANT INFORMATION:

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- If you leave the US after your change of status has been approved, you will need to visit a US Consulate or Embassy in your home country to obtain your actual F-visa in order to re-enter the US in your new status.
- **Must maintain your current visa status until a new status is approved. This may mean you need to fill a “bridge” application to extend your current status (if possible) while your F-1 is pending. If your H1-B expires before your F-1 is approved, it could result in your F-1 being denied.**
- Must inform ISAO of any request for evidence, approval, denial, and receipt notice number.
- **A change of status can take anywhere from 2 to 12 months but it could take longer.**
- You should receive an I-797, A Notice of Action from USCIS within 10 days of the date your check or money order was cashed. If you do not receive this form, please contact ISAO. The I-797 form is a general notice, not an Approval or Denial of your Change of Status; however, approvals and denials are also issued on I-797 forms.
- On-Campus Employment, including Graduate assistantships, may not begin until the change of visa status is approved.
- The regulations prohibit beginning a full-time course of study until the change of status to F-1 is approved.
- **Accruing 180 days of unlawful presence will result in a 3 year bar from the U.S. and over 180 days will result in a 10 year bar.**