



Change of Status Instructions B-1/B-2 Visa to F-1/J-1 Visa

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 while the application is pending. The Change of Status application takes roughly 5 months to be approved, however, this category of change of status requests is heavily scrutinized. As a result, your COS application may take longer. If the B1/B2 visa will expire 30 days before the start date on your I-20/DS-2019, your application will most likely be denied. It is 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. If that note is not in your passport, the chances of being approved for this change of status are low.

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

- A completed [Form G-1145](http://www.uscis.gov/g-1145) found at <http://www.uscis.gov/g-1145>. This will allow you to receive electronic updates.
- A completed [Form I-539](http://www.uscis.gov/i-539) found at <http://www.uscis.gov/i-539>. Complete this to the best of your ability in **black ink**. If you are unsure of an answer, leave it blank, and you will complete it at your appointment.
- Check or money order made payable to "U.S. Department of Homeland Security" for \$370
- A letter explaining why you decided to change visa status. You need to be able to show that you decided to attend school *after* you entered the US.
 - If your visa does not have a "prospective student" notation, include answers to the following questions in your letter:
 - What did you tell the consular officer was the purpose of your visit to the U.S.?
 - Upon entry to the U.S., what did you tell the immigration officer was the purpose of your visit?
 - How and when did you arrive at your decision to study in the U.S.?
 - How and when did you first contact the University, and when were you informed you had been admitted?
 - If prior to your entry into the U.S. your intention was to attend school, why didn't you apply for an F-1 student visa rather than the B-2 visitor visa?
 - Have you been in the U.S. before? When and for what purpose?
 - Any relatives in the U.S.? If so, what types of visas are they here on?
- Admission letter to our program (you need to be accepted before we can file for the change of status)
- Original I-94 or I-94 printout obtained at CBP.gov/I94
- Copies of passport picture page and visa page; do not send your passport
- Financial statements showing the amount in available funds that will be listed on the reinstatement I-20/DS-2019. It is recommended that you submit at least 3 months' worth of statements showing the availability of these funds.

After you have gathered these documents, please email international@kgi.edu to arrange an appointment. We will provide you with a change of status I-20/DS-2019 during your appointment. Please bring a major credit card with you to the appointment as you will need to pay your \$200 SEVIS fee at that time. The appointment will last about 30 minutes. We will help you assemble your packet and provide instructions on mailing your packet to USCIS.