



Change of Status Instructions H1 Visa to F1 Visa

Change of Status takes roughly 5 months to be approved. You can study while the change of status is pending, however it is recommended that you maintain your H1 status until the Change of Status application is approved when at all possible. If you need to leave your job earlier, make sure that your application has been received by USCIS first – do not quit before USCIS receives your application or your change of status request will be denied. To apply, you will need to gather the following documents (ensure all copies are single-sided and do not staple items together):

- Check or money order made payable to "U.S. Department of Homeland Security" for \$370
- 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 Change of Status appointment (please see below).
- A letter explaining why you decided to change visa status. This could include how your full-time study in F-1 status will support your academic and career goals.
- Copies of the 1st and 2nd pages of I-20 you will be issued by KGI (see below). Ensure you keep the original for yourself and send one-sided copies only.
- Receipt for \$200 SEVIS I-901 fee payment (see below)
- 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 (including latest entry stamp); do not send your passport
- Financial statements showing the amount in available funds that will be listed on the reinstatement I-20. 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 an I-20 (a change of status I-20) 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.

If you choose to assemble the packet yourself and will not come to the office for an appointment, ensure that you order the materials in the order listed above. It is highly recommended that you send a copy of your I-539 application to us for review before mailing your application.