

Complete the change of status application to mail in to the USCIS by preparing the following requirements once you have been accepted to Tri-C and have received a Form I-20:

- 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 application** which is a form fillable document that can be downloaded <http://www.uscis.gov/i-539>. Don't forget to add your signature. Make sure to pay the appropriate fee in the form of a check or money order made out to the **United States Department of Homeland Security**.
- A cover letter from the applicant requesting the change of status and explaining the circumstances, including information about the purpose of entry to the United States in the current immigration status, why and how the applicant's goals/intentions changed after arriving in the United States, and any other relevant information. Because "F-1" is a non-immigrant visa status category, applicants should demonstrate strong ties to their home countries or otherwise show that they do not intend to immigrate to the United States.
- Original financial documents including the **Financial Support Form** statement, and the [Affidavit of Support Form I-134](#) (if applicable). Financial statements older than six months will not be accepted. If you have dependents in the U.S., you will need extra money for them for the remaining period, as specified on the Financial Support form.
- A photocopy of the following passport pages. Do not send the original or copies of dependent documents.
 - Page with the picture and name
 - Most recent visa page, including the I-94 stamp received at the port of entry
- A printed copy of your I-94 record. You can retrieve your I-94 information at: <https://i94.cbp.dhs.gov/>
- A photocopy of the Form I-20 issued by Cuyahoga Community College with the Change of Status request
- After you receive your Form I-20 from Tri-C, you will need to follow the I-901 SEVIS fee payment instructions and include a confirmation receipt in your application on the following website: <https://www.fmjfee.com/index.html>. In addition, there is now a separate biometrics requirement and fee.

Please refer to the USCIS website (www.uscis.gov/i-539) for the most up to date mailing address to send your change of status documents.