

## PROCESS TO BE FOLLOWED FOR CHANGING VISA STATUS TO F-1

### I. MAKE APPLICATION TO NATIONAL COLLEGE

- a. Submit Admissions Application
- b. Include \$125.00 Application Fee
- c. Transcripts
- d. Letters of Sponsorship

### II. COMPLETE FORM I-539

In order to request a change of visa status the following information is required from the requester. You must hold a valid visa status at the time of application in order to be considered for a change of status by USCIS.

- a. Completed I-539 form (download from [www.uscis.gov](http://www.uscis.gov))
- b. Money order for \$290.00 made payable to the Department of Homeland Security/USCIS
- c. Copy of passport demographic page and visa page
- d. Front and back copy of the I-94 card
- e. Affidavit of support, bank statement, or other proof of sufficient funding. Information should show funds available for at least one year. Funding documents cannot be more than 6 months old.
- f. Documents to show clear intent to return to your home country after completion of your degree. Examples would be titles to land you own, proof of home ownership, or a job offer in your country which is contingent upon completion of your degree. If you are unable to provide these documents, then write a letter describing your plans and expressing your intent to return to your home country after completion of your degree.
- g. Original I-20 (will be issued by National College)
- h. Copy of SEVIS Fee receipt. You also will be required to file a Form I-901 and pay a \$200.00 SEVIS Fee. You can apply and pay the fee online at [www.fmjfee.com](http://www.fmjfee.com). Failure to pay the SEVIS Fee will result in denial of the Change of Status request.

Please note that it will take about two months for USCIS to process our request. You are not authorized to work or enjoy any other benefits of the F-1 status until your Change of Status is approved.

National College is not required to read or verify your application. We will be happy to review the completed packet with you. Should you have any questions, please contact us.

Ron Smith  
Director of International Programs  
National College  
1813 East Main Street  
Salem, VA 24153  
1-800-664-1886  
540-444-4183  
[rsmith@national-college.edu](mailto:rsmith@national-college.edu)