

**CHANGE OF STATUS TO F-1
INSTRUCTIONS**

The following documents are needed to assist you in the application process:

- Letter requesting the change of status with specific reasons for such change. The student must write the letter.
- Fill out the Form I-539.
- Money order for \$370 made payable to DHS/USCIS.
- New Form I-20 from the Office of International Education.
- Copy of Form I-94 Card and copy of visa from the passport.
- Copy of passport validity or expiration date.
- Letter from the bank with a statement of the amount of money available (within 6 months old).
- NYIT Financial Affidavit of Support form or Notarized I-134 Affidavit of Support Form (DHS form).
- SEVIS fee payment receipt for \$200 (I-901 fee receipt) I0)Copy of the registration for classes.

MAILING ADDRESS:

For U.S. Postal Service (including US Postal Service Express mail):

USCIS
P.O. Box 660166
Dallas, TX 75266

For express mail and courier deliveries (e.g., UPS, FedEx, DHL, etc):

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

Office of International Education

1855 Broadway, New York, NY 10023
212.261.1514 | 212.261.1684

Change to F-1 Student Status

Instructions:

This form is to be used by all prospective or enrolled students who are in visitor's status, B-1 or B-2, and must apply to the Department of Homeland Security for a change of status to F-1.

Since I hold a(n) _____ visa or status without a notation indicating "prospective student", I understand that the Department of Homeland Security may deny my application for a change of status to F-1. Since NYIT has no responsibility in obtaining the change of status for me, I understand that to become a student in good standing I must take personal responsibility for obtaining the change of status as soon as possible.

Should I fail to obtain my change of status, I understand that my acceptance and registration as a student at NYIT will no longer be valid. The New York Institute of Technology will have no further obligation to me other than to follow the refund policy as indicated in the school catalog.

Signature of the Applicant

Print Name

Date