



Change of Status to F1 Checklist

Required For FCCJ:

- Submit [FCCJ International Membership Application](#) **with all supporting documents** and \$80 non-refundable application processing fee. If your application is approved, FCCJ will issue an I-20 while awaiting your status change.

Required For USCIS:

- Submit Form I-20 issued by FCCJ with appropriate signatures. (DSO and applicant)
- Complete Form I-539, which can be filled in and printed from the [U.S. Citizenship & Immigration Service \(USCIS\) website](#). If this form is not filled in before printing, then it should be typed.
- Submit \$300 application fee check or money order, payable to the USCIS
- Write a letter explaining why you would like to change to an F1 student. (optional)
- Provide proof of SEVIS fee payment. For more information and an online payment option visit www.fmjfee.com.
- Submit your **original** I-94 card.
- Provide evidence of current immigration status in the U.S. (such as copies of spouse's I-20/DS-2019 and I-94 or (if applicable) copies of DS-2019 showing exemption from the two-year home country physical presence requirement) **
- Provide evidence of adequate funding (such as a bank statement or letter from the bank or graduate assistantship) used to obtain I-20.
- Submit photocopies of your photo ID and expiration date page(s) of your passport
- Include any additional evidence necessary for secondary applicants – such as children's passport and I-94 copies.
- Mail packet to USCIS Service Center:

USCIS Vermont Service Center
ATTN: I-539 75 Lower Welden Street
St. Albans, VT