

CHANGE OF STATUS

CHECKLIST

- Application for Admission – csinow.edu/apply/
- High School Attestation Form
- \$100 Non-refundable Change of Status Fee
- Placement Test or Waiver
- Copy of the Passport
- Copy of current Visa
- Copy of I-94 <https://i94.cbp.dhs.gov/i94/#/home>
- Home Country Diploma or transcripts from HS/college
- I-539 Application to Extend/Change Nonimmigrant Status –

student works on this with attorney.

(Student might have to file another I-539 requesting the extension of stay in the United States as a tourist, pending the response of change of status).

- Explanation letter to DHS – **student works on this with attorney.**

Explanation letter written by student should explain why the student is requesting the change of status. This is extremely important; the letter should clearly explain student's current status, plans for study at CSI, and longer-terms plan returning home permanently.

- G-1145, E-Notification of Application/Petition Acceptance

<https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>

- Financial Documents

- Bank statement or Bank letter with sufficient funds dated within 6 months of the program start date (International banks require a stamp and signature from a bank), with a minimum balance of

Certificate programs

\$13,680 (IL) / \$14,480 (MA) for Business Career Program

\$13,360 (IL) / \$14,160 (MA) for Business Career Program – Digital Multimedia Concentration

\$13,800 (IL) / \$14,000 (MA) for Customer Service Specialist Program

\$16,000 (IL) for Healthcare Career Program

\$14,960 (IL) / \$14,760 (MA) for Networking Career Program

ESL programs

\$11,400 (IL) / \$11,550 (MA) for Beginner ESL, Intermediate ESL, or Advanced ESL

\$12,015 (IL) Communication Program

\$12,150 (MA) for Academic English Program

- Student Financial Sponsor Form

<https://www.csinow.edu/sponsor-form/>

- \$350 SEVIS Fee paid to SEVIS (<https://fmjfee.com/>)

- I-539 Fees with USCIS, \$420 online filing fee; \$470 paper filing fee.

If Applicable

- For Each Dependent

- Passport/Visa
- I-94
- Birth/Marriage Certificate
- I-539A
- Additional \$3,000 must be shown in the bank statement for each dependent



APPLICATION PROCESS



All Documents Must be in English or Have Signed Translations

It is the Student's responsibility to file another I-539 requesting the extension of stay in the United States as a tourist, while awaiting the response of change of status, if needed.

CSINOW.EDU
800-684-6884



EFFECTIVE: 06/05/2026