

CHANGE OF STATUS

CHECKLIST



- ☐ Application for Admission
- ☐ 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
- ☐ 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 issued within 45 days of submission, with a minimum balance of \$13,080 (IL) / \$13,880 (MA) for Business Career Program
\$14,360 (IL) / \$14,160 (MA) for Networking Career Program
- Form I-134, *if sponsor is in USA*
(<https://www.uscis.gov/sites/default/files/files/form/i-134.pdf>)
- International Student Financial Sponsor Form, *if sponsor is not in the USA – CSI provides this form*
- Birth Certificate, *if sponsor is applicant's parent*
- Marriage Certificate, *if sponsor is applicant's spouse*

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

- ☐ I-539 Fees with USCIS, \$370 change of status processing fee. Biometrics fee \$85 for student and extra \$85 for each dependent (if applicable)

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

All Documents must be in English or 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.

APPLICATION PROCESS



CSINOW.EDU
800-684-6884



EFFECTIVE: 08/19/2020