

# CHANGE OF STATUS

## CHECKLIST

- Application for Admission – [csinow.edu/apply/](https://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**

\$13,480 (IL) / \$14,280 (MA) for Business Career Program

\$13,160 (IL) / \$13,960 (MA) for Business Career Program – Digital Multimedia Concentration

\$13,600 (IL) / \$13,800 (MA) for Customer Service Specialist Program

\$15,800 (IL) for Healthcare Career Program

\$14,760 (IL) / \$14,560 (MA) for Networking Career Program

**ESL programs**

\$11,250 (IL) / \$11,400 (MA) for Beginner ESL, Intermediate ESL, or Advance ESL

\$11,865 (IL) Communication Program

\$12,000 (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: 04/07/2025