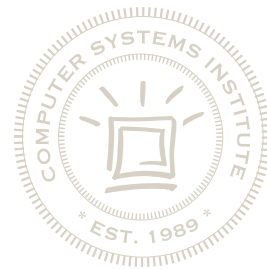


CHANGE OF STATUS

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
- ☐ 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-term plan returning home permanently.

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

Acceptance

<https://www.uscis.gov/sites/default/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
 - \$12,760 (IL) / \$13,560 (MA) for Business Career Program - Digital Multimedia Concentration
 - \$15,400 (IL) for Healthcare Career Program
 - \$14,360 (IL) / \$14,160 (MA) for Networking Career Program
- Student Financial Sponsor Form, if sponsor is not in the USA – *CSI provides this form*
- Form I134 Declaration of Financial Support – if sponsor is in USA
<https://www.uscis.gov/sites/default/files/document/forms/i-134.pdf>

- ☐ \$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

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: 12/28/2022