

# 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**

\$13,280 (IL) / \$14,080 (MA) for Business Career Program

\$12,960 (IL) / \$13,760 (MA) for Business Career Program – Digital Multimedia Concentration

\$13,400 (IL) / \$13,600 (MA) for Customer Service Specialist Program

\$15,600 (IL) for Healthcare Career Program

\$14,560 (IL) / \$14,360 (MA) for Networking Career Program

**ESL programs**

\$11,070 (IL) / \$11,220 (MA) for Beginner ESL, Intermediate ESL, or Advance ESL

\$11,670 (IL) Communication Program

\$11,820 (MA) for Academic English 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)

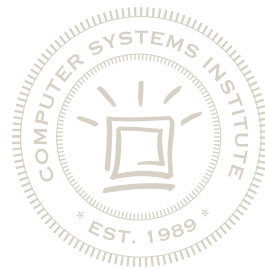
**If Applicable**

- ☐ For Each Dependent

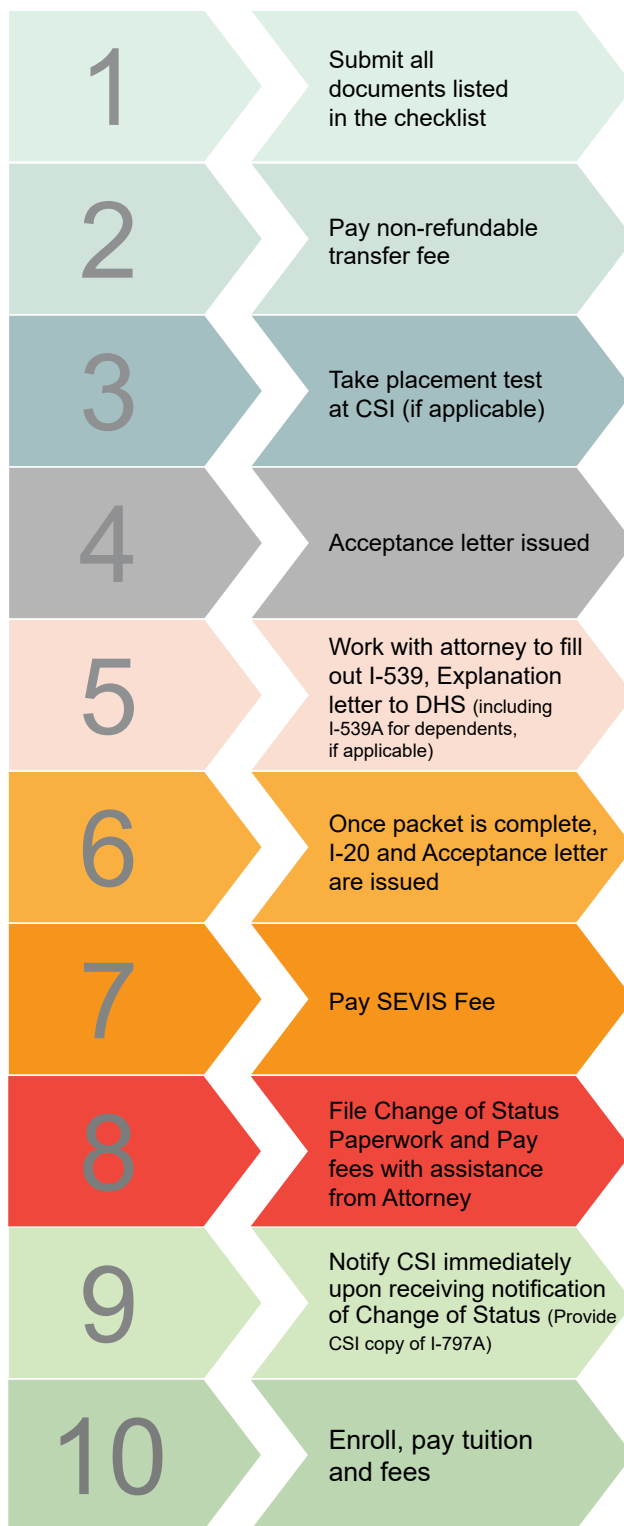
- Passport/Visa
- I-94
- Birth/Marriage Certificate
- I-539A
- Additional \$3,000 must be shown in the bank statement for each dependent

**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.*



## APPLICATION PROCESS



CSINOW.EDU  
800-684-6884



COMPUTER  
SYSTEMS  
INSTITUTE

EFFECTIVE: 01/31/2024