



### Office of International Programs

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### Changing Your Visa Status

If you need to change your visa status, you must complete the paperwork indicated below and return it to the Office of International Programs (OIP) with all the necessary attachments. **NOTE: If your status has already expired, a Change of Status cannot be processed. You should seek an immigration lawyer's advice.**

In order to apply for this change of status, you must submit the following information to the U.S. Citizenship and Immigration Services (USCIS):

- Form I-539 filled out and signed.
- Copy of your acceptance letter.
- A check or money order for \$300 (cash will not be accepted) made payable to the Department of Homeland Security.
- A receipt for payment of the SEVIS fee (fee required by the government, you must pay this fee before you file for a change of status and after your I-20 is issued, you can pay this fee on-line with a credit card after your I-20 is issued and before the change of status application is mailed. For more information about the SEVIS fee visit [www.FMJfee.com](http://www.FMJfee.com)).
- Copies of all of your financial statements documenting your ability to pay for your education.
- Original I-94 Card (white card).
- If applicable, copies of related immigration documents, e.g. DS-2019 for a J-1, I-20 for an F-2.
- Originals of all 3 pages of your SEVIS I-20 (issued after you provide documentation required to issue an I-20), including copies of your passport and all of the U.S. Visas issued in your Passport.
- A statement explaining why you want to change status.
- Copy of lease, rental agreement or a letter from a sponsor indicating how/where you will be living in the U.S. while you complete your studies.

We will send all of the materials above to USCIS in St. Albans, Vermont. It is the discretion of USCIS to grant your change of status. USCIS will be in touch with you regarding your status.

#### Changing from J-1 status to F-1 status

You are required to bring this matter to the attention of OIP at least 45 days before your J-1 visa expires. In order to be eligible to change your status to an F-1, Seton Hall must first receive the necessary documents to issue you an I-20, including proof of finances. Once you have submitted this information, Seton Hall can issue you an I-20.

#### Changing from B-1/B-2 status to an F-1

Individuals on a B-2 visa should use the same process as indicated above; however, if you are in the U.S. on a B-2 visa, you can not enroll at an institution in the United States until you obtain F-1 status. If you are not issued an F-1 visa you may not enroll in any course at Seton Hall University.