California State University, Dominguez Hills
International Student Services (ISS)
Change of Status to F1

GENERAL INFORMATION
Non-immigrants may apply for admission to CSUDH; however, their visa status may prevent them from pursuing a full course load. Applicants who wish to study full-time at CSUDH may apply for a change of status to F1 student status. CSUDH assists students with this process once they have been officially admitted to the university and have met the eligibility requirements—see below.

ELIGIBILITY REQUIREMENTS
To be eligible for a change of status (COS) to F1, the prospective applicant needs to be a CSUDH student or have been admitted to a program at CSUDH for the upcoming semester.

Please note- Non-immigrants in the following visa categories are not eligible for a change of status while remaining in the U.S.: M-1, C, D, K, and S nonimmigrants, J-1 physicians admitted to receive graduate medical education or training, J nonimmigrants subject to the 212(e) 2-year foreign residence requirement, aliens admitted as visitors under 8 C.F.R. § 212.1(e), WT and WB visitors admitted under the Visa Waiver Program.

PROCEDURE
A change of status can be obtained through one of the following options:

- **OPTION A- Travel and Re-enter the U.S. with an Initial Attendance I-20**
This option requires the student to request an Initial Attendance I-20 from CSUDH and travel outside the U.S., apply for an F1 visa at a U.S. Embassy in their home country, and re-enter the U.S. in time for the start of the semester.

  **Instructions for Initial Attendance Form I-20 Issuance**
  If the semester has already begun, the Initial Attendance I-20 will be issued for the next available semester at CSUDH. Students cannot re-enter the U.S. until 30 days prior to the start date printed on the I-20. Please arrange travel plans accordingly.

  If this is going to be your first semester at CSUDH, which means that you have not taken any classes at CSUDH, the Office of Admission and Records will issue you the Initial Attendance I-20. Please contact Admissions and Records for additional guidance on the issuance of your I-20.

  If you are a continuing student, which means you are and have been taking classes towards a degree program at CSUDH, then the International Student Services office (ISS) will issue you the Initial Attendance I-20.

**Required Documents for Initial I-20 issuance**
Please submit the following documents to an advisor for initial I-20 issuance:

**STEP 1:** Meet with International Student Services (ISS) Coordinator at ISS to review and discuss your immigration status. Submit the signed acknowledgement to advisor—see page 3 for acknowledgement.

**STEP 2:** Submit the following documents to an advisor for I-20 issuance:

- [ ] Original Affidavit of Financial Support
- [ ] Original Bank Statement verifying the funds from the Affidavit of Financial Support
- [ ] Copy of your passport (must be valid at least 6 months into the future)
- [ ] Student’s letter of explanation. Please state clearly and concisely, the reasons why you would like to change your status to F1. Please type your letter and include your full name, CSUDH ID number, the date, and your signature.

Please allow 3-5 business days to review your documents and issue the Initial Attendance I-20.
STEP 3: Meet with your advisor to pick-up your Initial Attendance I-20.

Very Important Note: Once you become an F1 student, you will be required to have adequate health insurance as mandated by the CSU Chancellor's Office. You may purchase an international student health insurance policy at www.csuhealthlink.com. Once you purchase your insurance policy online, the ISS will automatically receive proof of coverage from the health insurance provider and your foreign hold will be removed.

If you already have health insurance that you wish to submit for review, please scan and email your proof of insurance to iss@csudh.edu. Please include your first name, last name, and CSU DH ID number in the subject line of the email. This is the only way you may submit your proof of health insurance.

SEVIS I-901 Fee
After you receive your Initial Attendance I-20, you must pay the SEVIS I-901 fee. Information on the SEVIS I-901 fee is available at www.fmjfee.com/i901fee. Please print 2 copies of the payment receipt: one for your records, and one for the visa interview.

Applying for the F1 (International Student) Visa Stamp
A Visa is a stamp or sticker placed in your passport at a U.S. consulate or embassy outside the U.S. A visa is only a permit to enter the United States. Students must have a valid F1 visa and CSUDH I-20 for their re-entry to the U.S. Information on F1 visa applications and U.S. embassies is available at www.travel.state.gov. Please verify F1 visa application requirements, processing times and other information specific to your individual case with the U.S. Embassy in your home country.

• OPTION B- Change of Status Application by Mail
Students may choose to remain in the U.S. and apply for a change of visa status to F1 if eligible—refer to page 1 for eligibility restrictions. Upon verification of enrollment in or acceptance to an academic program at CSUDH, ISS will issue the student a Change of Status FORM I-20. All change of status applications are subject to approval by USCIS. USCIS may take 2-4 months to adjudicate your application. It is important that you submit your application in a timely manner, especially if your current visa status does not permit you to study in the U.S. Student is expected to remain in the U.S. until the decision of the change of status application has been made.

Please note: A change of status is not a visa. You will have to obtain an F-1 visa stamp in your passport the next time you leave the U.S and plan to re-enter in legal student status.

All correspondence is done via mail. Please ensure that complete, accurate information is submitted for review.

Instructions for the Change of Status (COS) FORM I-20 Issuance
STEP 1: Meet with an advisor at ISS to review and discuss your immigration status.
Submit signed acknowledgement to advisor-see page 3 for acknowledgement.

STEP 2: Submit the following documents to your advisor for the issuance of a COS FORM I-20:

- Original Affidavit of Financial Support
- Original Bank Statement verifying the funds from the Affidavit of Financial Support
- Submit a completed form I-539 form. The I-539 can be downloaded from www.uscis.gov
- Student’s letter of explanation. Please state clearly and concisely, the reasons why you want to change your status to F1. Please type your letter and include your full name, CSUDH ID number, the date, and your signature.
- Proof of current legal status:
  - Copy of visa that was used to enter the U.S.
  - Copy of I-94 (front and back of card)
☐ Copy of your passport (must be valid at least 6 months into the future)
If on dependent visa, photocopies of primary visa holder’s legal status) such as:
☐ I-94; and
☐ I-797, DS-2019 (if applicable) showing exemption from the two-year home country
physical presence requirement), or I-20
☐ Copy of I-94’s (front and back) for any dependents who will be changing status with you
☐ CSUDH transcript for continuing students

Please allow 3-5 business days to review your documents and issue the Change of Status FORM I-20.

STEP 3: Please bring the following documents to ISS for review by an advisor prior to mailing to the
appropriate USCIS Lockbox Facility. Your advisor will give you a letter of explanation for the COS
application, put your application packet together, and give you mailing instructions.

☐ Letter of explanation from advisor.
☐ Provide proof of SEVIS fee payment. Your advisor will give you your SEVIS number. You will
need a credit card to pay the SEVIS I-901 fee. For more information and online payment
options, visit www.fmjfee.com
☐ I-539 Application Fee: Check or Money Order for $290
  o Payable to the “Department of Homeland Security”
  o Write your SEVIS ID# and “for COS” in memo section of the check.

Very Important Note:
➢ Once you become an F1 student, you will be required to have adequate health insurance as mandated
by the CSU Chancellor's Office. You may purchase an international student health insurance policy
at www.csuhealthlink.com. Once you purchase your insurance policy online, the ISS will
automatically receive proof of coverage from the health insurance provider and your foreign
hold will be removed.

➢ B-2 or F-2 applicants applying for a change of status MUST wait until USCIS approves and awards
F-1 status before attending California State University, Dominguez Hills. Other eligible non-
immigrants may begin attendance prior to receiving F-1 status. Please check with your
advisor at ISS.

Please note:
➢ Student is not eligible for F1 benefits until his/her status has been corrected.
➢ Consulting with an immigration attorney of your choice is recommended.
➢ Student must contact the office of Admissions and Records regarding the effective date of their non-resident
tuition fee.
➢ ISS does not require ANY fees for the services it provides to international students. No fees, under any
circumstances, shall be submitted to ISS. If a student is submitting an application to the United States Citizenship
and Immigration Services (USCIS), a check payable to "Department of Homeland Security" will accompany the
student’s application.

Please contact ISS at (310) 243-2892 or email iss@csudh.edu for questions and/or clarifications.
Student’s Acknowledgement: I have read and I understand the above information on Change of Status provided by the International Student Services (ISS) at California State University, Dominguez Hills.

I choose to apply for my Change of Status to F1 by (check one):

☐ OPTION A- Travel and Re-entry to the U.S. with an Initial Attendance I-20 and F1 visa.
☐ OPTION B- Change of Status Application via mail.
☐ I have an immigration attorney and will process my COS application with the attorney’s assistance.
☐ I have not made my decision today. I will inform my advisor by ______/______/__________.

Print Name: ______________________________________________________

Signature of Student: ______________________________________________

CSUDH ID#:_____________________________        Date: _________________

U.S. Address: _____________________________________________

Street Number                                      Street Name       APT #

________________________________________

City,                                      State          Zip Code

Phone Number: _____________________________

Email Address: _____________________________

**************************************************************************************************

FOR ISS USE ONLY

☐ verified current address
☐ needs to update address
☐ same major or
☐ changed major to: _______________________
☐ verified grad check filed (if applicable)
☐ verified unofficial transcript in PS
☐ eligible to enroll in classes for the following semester
☐ no other negative service indicators in PS
☐ passport valid 6 months into future
( exp. date ___________)
☐ needs passport renewal
☐ passport renewal copy received

☐ I-20 valid (expires _________)
☐ Updated financials in RTI
☐ Adjusted program end date in RTI (if necessary)
☐ Print I-20
☐ Print SEVIS BIO Page
☐ Update Master SPRDSHT
☐ Update the Student Summary Sheet

Advisor’s Initials: ______________________

Today’s Date: ______________________

Rev. 12/23/2013 LV