

I-20 Request for Change to F1 Status Requirements

Before You Start, You MUST:

- Be admitted to a qualifying academic program and have documentation of your funding for the first year of study.
- Read the important Change to F1 Status information at <https://oips.gmu.edu/change-of-status>. It includes important OIPS policies about the Change to F1 status process and actions you must take.

Instructions

- Determine if you will change to F1 Status by travel or apply for Change of Status (COS) in the U.S.
- Make an appointment with an OIPS advisor to discuss your Change to F1 Status plan and review your requirements.
- If you are interested in CPT or OPT, discuss your employment plans with an OIPS advisor before you submit this application.

I-20 for F1 Status by Travel	I-20 for COS to F1 in U.S.
<i>Student Required Steps</i>	<i>Student Required Steps</i>
<ol style="list-style-type: none"> 1. Make an appointment with an OIPS advisor to discuss your situation. 2. Complete <i>I-20 Request for Change to F1 Status</i> form, <i>Part 1</i> and <i>Part 3</i>. 3. Attach required documentation. 4. Drop off the form to the OIPS front desk. 5. Allow up to two weeks for the I-20 to be issued. 6. After receiving the I-20, pay the SEVIS Fee at https://fmjfee.com. 7. Schedule your visa interview at a US Consulate, outside of the U.S. 8. Re-enter the U.S. in F1 status. 	<ol style="list-style-type: none"> 1. Make an appointment with an OIPS advisor to discuss your situation. 2. Retain an immigration attorney to assist you with the COS process. 3. Complete ALL sections of the <i>I-20 Request for Change to F1 Status</i> form. 4. Attach required documentation. 5. Drop off the form to the OIPS front desk. 6. Allow up to two weeks for the I-20 to be issued. 7. After receiving the I-20, pay the SEVIS Fee at https://fmjfee.com. 8. Coordinate with an immigration attorney on COS application to USCIS. 9. Submit copy of I-797 Receipt Notice to oipsregs@gmu.edu no later than 60 days from the date the I-20 was issued. This notice is required to keep your SEVIS record valid while your COS application is under review by USCIS.
<i>Student Required Documentation</i>	<i>Student Required Documentation</i>
<ul style="list-style-type: none"> <input type="checkbox"/> <i>I-20 Request for Change to F1 Status</i> Form to OIPS, Part 1 and Part 3 <input type="checkbox"/> Certificate of Financial Responsibility <input type="checkbox"/> Proof of Funding <input type="checkbox"/> Copies of your Passport, Visa, and I-94 <input type="checkbox"/> Copies of Passports, Visa, and I-94 for prospective F2 dependents 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>I-20 Request for Change to F1 Status</i> to OIPS, All sections <input type="checkbox"/> Certificate of Financial Responsibility <input type="checkbox"/> Proof of Funding <input type="checkbox"/> Copies of your Passport, Visa, and I-94 <input type="checkbox"/> If you are in dependent status, copies of your spouse's or parent's Passport, Visa, and I-94 <input type="checkbox"/> Copies of Passports, Visa, and I-94 for prospective F2 dependents

I-20 Request for Change to F1 Status Form

Part 1: STUDENT PERSONAL & IMMIGRATION INFORMATION: Completed by ALL students

Given Name/Family Name _____ G Number _____

Phone Number _____ E-mail Address _____

My current immigration status is _____ Expected Semester of Graduation _____

I am requesting an I-20 to acquire F1 status (Choose One):

By travel outside of the US, and to obtain a new F1 visa at a US Consulate. (Skip Part 2 and go to Part 3, Student Attestation).

Note: If you have previously requested an I-20 for Change of Status in the U.S., it will no longer be valid.

By paper application to USCIS, and I do not plan to leave the U.S. (You must read and sign Part 2 below before OIPS will issue your I-20 for your Change of Status application to USCIS).

Dependent information (choose one):

I do NOT need I-20s for dependents.

I will need I-20s for my dependent spouse and/or children, who will be requesting F2 status. I have completed and attached the dependent section of the Certificate of Financial Responsibility with additional proof of funding to cover dependent costs, copies of dependent passports, and proof of relationship.

Part 2: STUDENT RESPONSIBILITIES - CHANGE OF STATUS APPLICATION IN THE U.S. ONLY

Students who plan to apply for a COS in the U.S. must read and sign this section to acknowledge that they understand their responsibilities with the COS application process. Students must sign this section before OIPS can issue their I-20.

- I understand that OIPS involvement with my Change of Status application is limited to the issuance of my I-20 and that OIPS is not responsible for any Requests for Evidence (RFEs) issued by USCIS or the final determination USCIS makes on my Change of Status application.
- I understand that I must contact an immigration attorney for assistance with my Change of Status application, including any Requests for Evidence (RFEs) issued by USCIS.
- I understand that OIPS will not offer legal advice or official information on USCIS Change of Status requirements.
- I understand that in order to keep my SEVIS record in valid status while my Change of Status application is pending, I must submit my I-797 receipt notice from USCIS no later than 60 days from the date the I-20 was issued.
- I understand that if I leave the U.S, my COS application may be considered abandoned.

Student Signature _____ Date _____

Part 3: STUDENT ATTESTATION: Completed by ALL Students

By signing below, I confirm that:

- The information that I have provided is accurate. If any information on this form changes after submission, I must update OIPS within 10 days.
- I have read the Change of Status information at <https://oips.gmu.edu/change-of-status/>. I understand that I must follow any procedures stated at <https://oips.gmu.edu/change-of-status/>.

Student Signature _____ Date _____