

CHANGE OF IMMIGRATION STATUS INFORMATION

The Change of Status (COS) application is an individual application which you submit directly to United States Citizenship and Immigration Services (USCIS). The International Center can provide limited assistance with the process. Below is information that will assist you in understanding the process. For the most updated information we recommend you go directly to the [Department of Homeland Security Web Page with information on changing to nonimmigrant student status.](#)

In order to be eligible to change your status to F-1, ***your current status must be valid a minimum of 30 days before the class start date of the term you are applying to. You need to submit the request to USCIS before your status expires and before the start date of the term.*** Applicants in B-1/B-2 status cannot enroll in classes until the change of their status to F-1 is approved. As of May 29, 2015, applicants in F-2 status are allowed to enroll part-time only before the change of status to F-1 is approved.

Once in F-1 status, you must be enrolled full-time (12 credits) each semester and you cannot work without prior authorization.

Nonimmigrant visa holders in the following categories are not permitted to change to F-1 status from within the U.S. and must instead change status by leaving the USA and applying for the F-1 visa through Consular Processing:

- M-1 students
- C, D, and K nonimmigrants
- WT and WB visitors admitted under the Visa Waiver Program (ESTA)
- J-1 physicians admitted to receive graduate medical education or training
- J nonimmigrants subject to the 212(e) 2-year foreign residence requirement (unless you receive the Waiver)

STEPS FOR APPLYING TO CHANGE YOUR STATUS TO F-1 WITHIN U.S.:

1. Check the [USCIS web site for information on the process](#)
2. Consult your immigration lawyer to verify if you are eligible for a change of status at this time
3. If yes, apply and be admitted to a program at Bunker Hill Community College
4. After you receive your I-20, pay the I-901 SEVIS fee at <https://www.fmjfee.com/>
5. Read the instructions on how to fill the [Form I-539](#)
6. [Consult your immigration lawyer](#) regarding the completion of the [I-539 form](#), and the list of supporting documents you should gather and submit with your application.

STEPS AFTER YOU SUBMIT YOUR CHANGE OF STATUS APPLICATION TO USCIS

1. Send an email with your receipt number from USCIS to international@bhcc.edu
2. [Check the status of your application online](#) at by entering your receipt number.
3. If you receive a **Request for Further Evidence (RFE)** notice from USCIS, indicating they want you to provide additional information, please contact your immigration lawyer for assistance so that you respond to the RFE by the deadline. Please email us to let us know you received an RFE.
4. If your application is not approved before the program start date stated on your I-20, please contact your immigration lawyer for assistance.
5. When USCIS makes a decision on your application, they will post the decision online, send you a paper receipt and then a decision notice (Form I-797A, Notice of Action) by mail. **Please email a copy of that notice to the International Center at international@bhcc.edu as soon as you receive it.**

IF YOU MOVE WHILE YOUR APPLICATION IS PENDING

If you change your mailing address, the postal service will not forward mail sent to you by USCIS. Any changes to your address while your application is pending must be sent to the International Center at international@bhcc.edu and also at USCIS online at <http://www.uscis.gov/ar-11> or by mailing the Form AR-11 to the appropriate address.

Questions? If you have questions about your pending application with USCIS, feel free to reach out to the National Customer Service Center at USCIS directly by dialing: 1-800-375-5283. If you have questions or concerns after you have received your I-20, please contact your [immigration lawyer](#).

The International Center at Bunker Hill Community College will process your admission application. Due to changes in the Change of Status processing, we are not able to assist directly with the change of status process. We advise that you seek advice from an immigration lawyer. Please consult <http://www.aialawyer.org/> for a list of immigration attorneys in the area.