

H1B TO F1: CHANGE OF STATUS

JSU Global International Student and Scholar Services will provide assistance in filing your application for change of status from H1B to F1. However, please be advised that we cannot guarantee the approval of your application. If you are currently an H1B and changing status to F-1, you must maintain F-1 regulations by being admitted into a full-time academic program and registered fulltime each semester while application is pending

PART 1: In order to receive a new I-20 you must submit the following to JSU Global.

1. Form I-94
2. Original Passport
3. Original VISA
4. Financial verification (scholarship, bank statements, no greater that 3 months)
5. Jackson State University admissions letter

PART 2: The student must submit the following documents to USCIS.

- ✓ Completed for I-539 Form (<https://www.uscis.gov/sites/default/files/files/form/i-539.pdf>)
- ✓ Letter requesting change of status from H-1B to F-1. This letter should provide a brief overview of your stay in the U.S. and the reasons you would like to change to F-1.
- ✓ Completed and signed Form [I-539](#) with \$290.00 fee (check or money order payable to “Department of Homeland Security”).
- ✓ Original I-20 signed and dated (This form will be issued by JSU Global.)
- ✓ Receipt for the I-901 SEVIS fee.
- ✓ Photocopy (both the front and back sides) of Form I-94 or printed <https://i94.cbp.dhs.gov/I94/consent.html>
- ✓ Photocopy of the passport data page(s) showing both the picture and expiration date.
- ✓ Photocopy of the U.S. Visa.
- ✓ Photocopy of Form I-797 (H-1B Approval Notice).
- ✓ Photocopy of Last three pay statements from current employer to show that you maintained H1B status. These documents will help prove that you maintained your H-1B status and are eligible for a change of status.
- ✓ Financial support documents (i.e., bank statement, assistantship contract, etc.).
- ✓ If your dependent family members are currently in the United States and plan to change their status, their information should be included in the Form I-539. And send photocopies of their passport data page(s), U.S. Visa, Form I-797 if applicable, and Form I-94 (both sides).
- ✓ You must pay the SEVIS fee of \$200 prior to submitting your change of non-immigrant status application. You can pay this fee on-line at <http://www.fmjfee.com>.