

CHANGE OF STATUS MAILING CHECKLIST

Students with the following statuses: **A, G, NATO, V, T** or **U** nonimmigrant status changing to F-1, must file a paper Form I-539 offline. All other statuses changing to F-1 status are encouraged to file for their change of status online by creating an account on [Citizenship and Immigration Services - Sign up for a USCIS Account](https://my.uscis.gov/) (<https://my.uscis.gov/>), if you do not have one already and login to file your change of status online. Please go to Filing your Change of Status Online, for more instructions. If you can not locate it, please contact the staff of the International Students Office at intlss@hunter.cuny.edu and request it.

- ☐ 1. **G-1145** “e-Notification of Application/Petition Acceptance” [Form G-1145, e-Notification of Application/Petition Acceptance \(uscis.gov\)](https://uscis.gov/g-1145) form.
- ☐ 2. **I-539** “Application to Extend/Change Nonimmigrant Status” [Application to Extend/Change Nonimmigrant Status | USCIS](https://uscis.gov/i-539) completed online, printed and signed using a **blue ink** pen for those of you who must send a paper filing I-539 form. [I-539A](https://uscis.gov/i-539) for co-applicant

A, G, NATO status needs to also fill out form **I-566** “Interagency Record of Request - A, G, or NATO Dependent Employment Authorization or Change/Adjustment To/From A, G, or NATO Status” In addition to the I-539 form - [Form I-566, Interagency Record of Request - A, G, or NATO Dependent Employment Authorization or Change/Adjustment To/From A, G, or NATO Status \(uscis.gov\)](https://uscis.gov/i-566)

- ☐ 3. **Original Initial I-20 for change of status** from the International Student Advisor at Hunter College.
- ☐ 4. **Original bank letter** (It must be less than three months old).
- ☐ 5. **I-134** “Affidavit of Support” form completed. [Form I-134, Declaration of Financial Support \(uscis.gov\)](https://uscis.gov/i-134)
- ☐ 6. **Letter** from you (the applicant) explaining the reason that you want to change your status to F-1 status.
- ☐ 7. **Electronic I-94** (most recent) can be obtained online at [I94 - Official Website \(dhs.gov\)](https://i94.dhs.gov/). Otherwise, make a photocopy of the front and back of the I-94 white card, stapled inside your passport.
- ☐ 8. **Documentation from principal** (for example: F1, H-1B, etc.). Previous and current I-20 (if applicable), Passport and any documents establishing the principal’s nonimmigrant status
- ☐ 9. Photocopies of **Passport pages** containing the biographical information, expiration date of passport, Passport number and visa stamp.
- ☐ 10. Proof of registration for current semester (if you are unable to register at the time of this application, you may print your registration appointment page from CUNYfirst or obtain one from the One Stop Office in Room 217 Hunter North.

Please note: **B1/B2** changing to **F1 student status** are not required to show proof of registration for the current semester because no one in B1/B2 status is authorized to engage in studies in the United States while on those statuses. In addition, dependents on an F-2 status may **only** engage in part time study or less than twelve credits per semester.

Please note: If you are changing your status changing to F1 – you must seek legal advice from an immigration attorney ([The New York City Bar Association - https://www.nycbar.org/](https://www.nycbar.org/)) to proceed with the change of status to F1 because an immigration attorney has to file a bridge status application simultaneously with your change of status to F-1 student status.

- ☐ 11. Use your checking account or credit/debit card to pay the **\$420 USD**, if you are filing it online. If you are mailing a paper I-539 form, get a money order for **\$470 USD** payable to **U.S. Department of Homeland Security**

Everyone must pay an additional biometrics services (fingerprinting) fee of **\$85**.

Please note: A, G and NATO status DO NOT have to pay the \$420 USD fee.

- ☐ 12. **I-901 SEVIS Fee.** You must have a SEVIS I-20 issued to you by the Designated School Official (in Rooms 1109 or 1133 Hunter East) then you may proceed with paying the **\$350 USD** I-901 SEVIS fee in order to obtain an I-901 receipt. You will need the I-901 receipt before you can proceed with the change of status. Go to the following website [Department of Homeland Security - Form I-901 \(fmjfee.com\)](https://fmjfee.com) to **PAY I 901 FEE**

Note: by submitting these documents for a change of status to F1, you are agreeing to pay [non-resident tuition](#), required by the CUNY Board of Trustees, once your change of status to F-1 is approved.



Any United States Citizenship and Immigration Services (USCIS) forms fee are subject to change at any time. Therefore, before mailing any documents, please visit <https://www.uscis.gov/forms/our-fees> and/or the fee calculator- <https://www.uscis.gov/feecalculator> to verify the most current fees for the forms that you are mailing.

We strongly recommend using express service, such as UPS, FED Ex, DHL, for easier tracking

Mailing addresses for the change of status documents are as follow

For express mail and courier deliveries using UPS, FED Ex, DHL, the mailing address is:

USCIS

ATTN: I-539

2501 S. State Highway 121 Business, Suite 400

Lewisville, TX 75067

FedEx Office Print & Ship Center: 1200 Third Avenue, between East 69th and 70th Street. Open Hours are: Monday, Tuesday, Wednesday Thursday and Friday: 7:30am to 9:00pm Saturday: 10:00am-6:00pm Sunday: 12:00-6:00pm Phone: (212) 452-0142

Mailing using the U.S. Postal Service

Including the U.S. Postal Service Express Mail:

USCIS

P.O.BOX 660166

Dallas, TX 75266

The **U.S. post office** nearest to Hunter College is located on East 70th street between 3rd and 2nd avenue.

Very important!!!

Please submit a photocopy of your form I-797 Approval Notice (**front and back**) as soon as you receive it. You may bring a copy to the ISO (Rooms 1109 or 1133 Hunter East) or send it electronically by email attachment to intlss@hunter.cuny.edu). Failure to inform us the approval of your change of status, in a timely manner, will result in you falling out of your F1 status; since we need that information as soon as you receive it in order for us to take action on our end by issuing to you a continued attendance I-20.

Instructions for the Above Listed Forms			
Forms	Instruction link (click on instructions to obtain the pdf, once there)	Fee	Who must file?
G-1145	https://www.uscis.gov/g-1145	Free	Everyone
I-539	https://www.uscis.gov/sites/default/files/files/form/i-539instr-pc.pdf	\$420	Everyone (Except A, G, NATO)
I-566	https://www.uscis.gov/i-566	Free	A, G, NATO only
I-134	https://www.uscis.gov/i-134	Free	Everyone
I-901	https://fmjfee.com/i901fee/index.html	\$350	Everyone

Disclaimer Letter. Please submit a disclaimer letter for your ISO file. Not to be mailed out. Disclaimer letter is below.

May 10, 2024

To Whom It May Concern,

I, Full Name As It Appears On Passport, hereby relieve the International Student Office at Hunter College, City University of New York, of any responsibility they have in assisting me in changing my status and/or receiving a new visa.

I have elected to receive assistance in this matter with an outside attorney who has no relation to Hunter College. I was referred to the New York City bar Association, the Legal Services Referral Services, www.nycbar.org, 212-626-7373 to consult with an immigration attorney. I selected this attorney Full Name Of The Attorney and Hunter College had no influence in who I chose for my attorney in this matter.

If the United States Citizenship and Immigrations Services-government does not approve my change of status, or the State Department does not issue an F-1 visa, I do not hold the staff of the International Student Office at Hunter College liable or responsible for this outcome.

I have carefully read and reviewed this statement and agree to it.

Sincerely,

Signature



International Students Office, Room 1109E
Division of Student Affairs
Phone: (212) 772-4864

2019-2020

Dear Student:

Please note that once your F-1 Student status or an F-1 visa is approved, you are required by the CUNY Board of Trustees to pay [non-resident tuition](#), also known as out-of-state tuition. Once your F-1 status or F-1 visa is granted to you, you will need to immediately contact the International Students Office staff and inform us of the change, along with a copy of your change of status approval.

If you obtain an F1 visa (please provide a copy for your ISO file); you may also retrieve a most recent I-94, or an electronic record of your arrival to the United States at <https://i94.cbp.dhs.gov/I94/#/recent-search>. Please note that it is your responsibility to report your F-1 approval to the staff of the [One Stop Office](#) (in Room 217 Hunter North) in order for them to adjust your tuition payment.

If you are granted an F-1 status/visa and you continue to pay in-state tuition, it will catch up with you later on and you will be required to pay all the retroactive tuition and fees.

As an F-1 student, you are required to study on a full-time basis, twelve credits for undergraduates and nine credits for graduate students in the fall and spring semesters. You are not required to attend school during the summer and winter sessions. Please visit the following websites to familiarize yourself with the non-resident tuition and fees:

[Hunter College Tuition Charge Table 2019-2020 Academic Year](#)

<http://www.hunter.cuny.edu/onestop/finances/bursar/tuition-and-fees-information>

https://orapp.hunter.cuny.edu/tuition_calculator/

Please note that you are eligible for external scholarships and grants that do not require you to complete a FAFSA form.

Please visit the ISO's scholarship pages for more information:

<http://www.hunter.cuny.edu/student-services/is/grants-a-z>

Alternatively, visit www.iie.org or the Foundation Center: <https://fconline.foundationcenter.org>