

CONDITIONS:

- Applicant can change his/her nonimmigrant status if he/she is already in the United States on a valid nonimmigrant visa (except C, D, J subject to two year home residency, or K visa status)
- USCIS recommends that you submit your application for a Change of Status at least 45 days before the expiration date of your current status
- F-1 non-immigrant status students can ONLY study in the Intensive Programs
- A Change of Status may be granted for a period up to 30 days before the report date or start date of the course of study listed on Form I-20. **You must maintain your current, or other, nonimmigrant status up to 30 days before the report date or start date of the course of study listed on Form I-20 or your requested change of status may not be granted**

1.- Registration and Payment

The student must register online at LADO International Institute at www.mylado.com and make the following payments:

- \$1500 initial deposit - The initial deposit will cover the first few months of classes.
- \$100 registration fee *non-refundable*
- \$300.00 LADO change of status processing fee *non-refundable*

2.- Provide Documents

Student documents:

1. The student must establish legal presence in the United States. He/she must provide a copy of his/ her **I-94, visa, and a valid passport**. You can retrieve your I-94 arrival and departure record at <https://i94.cbp.dhs.gov/I94/#/home>
2. The student must complete the **Form I-539** (Application to Extend/Change Nonimmigrant Status). This document can be found at <https://www.uscis.gov/i-539>
3. The student must write a **letter** addressed to USCIS explaining *why* he/she decided to become a student in the U.S.

Dependents: The student must inform LADO of any dependents (wife, husband, unmarried child under the age of 21) who will be affected by the change of status. This includes dependents who will be entering the US and dependents who will be changing status along with the applicant. Dependents of students with F-1 visas must have F-2 visas. **If you are applying for more than one person using your I-539 application, you must use a separate Form I-539A for each of your dependents to provide all of the requested information for each additional applicant. Each Form I-539A must include the signature of the individual applicant.**

Proof of financial support:

1. **Bank letter or Bank Statement** from you if you are sponsoring yourself or from your sponsor. Letter must be translated into English, indicating the present balance in US dollars.
2. **I-134 Form or Notarized Financial Support Letter.**
 - A. The sponsor must complete the **Form I-134** (Affidavit of Support) if he/she is a U.S. citizen or Permanent/Temporary Resident. The form can be provided by LADO or it can be found at <http://www.uscis.gov/sites/default/files/files/form/i-134.pdf> .
 - B. The sponsor must provide a **Notarized Financial Support Letter** if he/she is not a U.S. citizen or Permanent/Temporary Resident. Letter must be translated into English that states that he/she will support the student financially.
3. **Employment letter.** The sponsor must provide an original letter from his/her employer, translated into English, stating the following: date and nature of employment, salary paid (in US dollars), whether the position is temporary or permanent.



Change of Status Requirements

If the sponsor is retired or self-employed, the sponsor must submit the most recent individual tax declaration, corporate income tax return, or any other official written statement demonstrating that the sponsor's income is sufficient to meet his/her responsibilities as an F-1 student sponsor.

* Extra proof of financial support can be provided such as proof of personal property, real estate value, etc. (OPTIONAL)

The student should upload the completed documents into the student file, send them via email to the admissions officer, or bring them to LADO.

3.- Document Revision and I-20 Issuance

LADO will review your documents and then create and print the I-20 form "Certificate of Eligibility for Nonimmigrant (F-1) Student Status."

4.- Pay the SEVIS fee

Upon receipt of the I-20 form the student must also complete and pay the I-901 form fee of **\$350.00**. This payment can be made online with a credit card, check, money order, or at an authorized Western Union agency.

- For payments online, please go to: <https://www.fmjfee.com/index.html>
- For payments by Western Union, please go to: http://www.ice.gov/sevis/i901/wu_instr.htm

*Change of Status applicants must print and submit receipt of I-901 form payment to USCIS.

5.- Prepare check or money order

The student must provide a check or money order payable to the Department of Homeland Security (DHS) for **\$370.00**, as required by immigration law (8 CFR) to be enclosed with the application that will be sent to USCIS. An additional biometrics services fee of **\$85.00** is required for you and **\$85.00** for each dependent included on a Form I-539A. After you submit Form I-539 to USCIS, USCIS will notify you about when and where to go for the biometrics services appointment.

6.- Prepare and Mail the COS application package or File online

File online application at <https://www.uscis.gov/i539online> or LADO will help you to prepare the Change of Status application package; the applicant is responsible to send it to the United States Citizenship and Immigration Service (USCIS) BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED (strongly recommended) at the following addresses:

**USCIS Dallas Lockbox -
U.S. Postal Service:
USCIS
P.O. Box 660166
Dallas, TX 75266**

**USPS Express Mail/Courier:
USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067**

DISCLAIMER: USCIS has the sole authority to accept or reject the Change of Status application.

REFUNDS:

If the application is refused the refund will be based on the student's current balance as calculated on refund forms. Please see Application/ Enrollment Agreement for more information.