



## CHANGE OF STATUS INFORMATION

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The following documents must be completed and compiled to submit to U.S. Citizenship and Immigration Services (USCIS):

1. **Form G-1145** - This form should be on the top of your application for USCIS to notify you by email and/or text message that they have accepted your application.
2. **Form I-539** – Request for change of status application.
3. **Form I-94** – Front and back photocopies of yours and of any dependents who are changing with you.
4. **Form I-20 from Colorado Heights University** - Signed on the bottom of page 1 by you and the school official . Your application will be delayed if you forget to sign the I-20.
5. **Financial documents** – Copies demonstrating your ability to financially support yourself during your program of study. This may include an Affidavit of Support (Form I-134) if you have someone sponsoring your education and living expenses.
6. **Passport identification page copy** – Must be a valid passport. Do not send your passport to the USCIS.
7. **Bank check, money order, or personal check** – Must be payable to Department of Homeland Security with "USCIS I-539" noted in the memo line for the required fee. USCIS does not accept cash. This fee includes any dependents that are changing status with you. Those in A-1, A-2 or G-1 through G-4 nonimmigrant status are not required to pay the fee.
8. **SEVIS fee receipt** - This fee can be paid online by completing Form I-901 ([www.fmjfee.com](http://www.fmjfee.com)). The receipt should be printed at the time the payment is completed online.
9. **A letter explaining why you are requesting the change of status** - This is extremely important! Your letter should clearly explain your current status, your plans for study at CHU, and your longer-term plans as well. Keep in mind that F-1 status is a NON-IMMIGRANT classification. This means that you must indicate, and in certain cases may be required to document, that you continue to maintain ties to your home country--whether in the form of a residence, an expected job offer, or continuing family ties. It is not unusual for the USCIS to request documentation regarding your ties to your home country, and you should be prepared to provide such documentation.

You may ask a Student Services Office staff member to review your application and make suggestions. A staff member may also assist you with making acceptable copies of the required documents. You may apply online using USCIS ELIS ([www.uscis.gov](http://www.uscis.gov)) or mail your application according to the I-539 instructions. If you choose to mail the application be certain you photocopy all documents and send it by certified mail with a return receipt requested or by courier service.

When the USCIS receives your application, it will deposit your payment of the fee and mail you a Form I-797 Notice of Receipt with your assigned case number. You can check the status of your application by calling the phone number on the bottom of the I-797 or online and entering your case number.

Please keep in touch with the Admissions Office staff member. The Admissions and Student Services offices will be happy to assist you with any questions during the Change of Status process. If you leave the U.S. after you have obtained the change of status, you must obtain an F-1 visa before your return to the U.S.



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## Special Considerations when applying for a change of status:

If you are in lawful status and decide to change to F-1 status by applying to USCIS, you remain in lawful status until you receive your reply from the USCIS. However, you **do not** have the privileges of student status (working on campus, applying for practical training, etc.) until the change is approved. When USCIS has made a decision, they will send you a Form I-797 Notice of Action. If your application is approved, the I-797 will include a new I-94 card(s) and the I-20 will be returned to you.

**Note that the USCIS can take up to 6 months to process a change of status application. If you do not receive a reply within 6 months, contact the Admissions or Student Services Office for assistance.**

If you attempt to change your status by travel, but overstayed your previous visa, you must apply for a new F-1 visa in your home country; you cannot apply for an F-1 visa in a third country (such as Canada). If you overstayed your visa for more than 180 days, you may be prevented from returning to the United States for 3 years or more. Contact the Student Services Office for further assistance.

If you have applied for permanent residency or are included in someone else's application for permanent residence, you may be considered ineligible for F-1 status. You should contact an immigration lawyer to discuss this situation.

## Contact Information:

### Admissions Office

CHU Administration Building, room  
303-937-4225  
[admissions@chu.edu](mailto:admissions@chu.edu)

### Student Services Office

CHU Administration Building, room 214  
303-937-4280  
[studentservices@chu.edu](mailto:studentservices@chu.edu)

### Manager of International Student Services, PDSO

Meghan Schleicher  
303-937-4576  
[registrar@chu.edu](mailto:registrar@chu.edu)

*\*Sources:  
Form I-539 Instructions  
Columbia University*