

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**  
**International Scholar & Student Services**

CHANGE OF STATUS APPLICATIONS

\_\_\_\_\_ Letter of Intent

- Chronology of student's immigration history (i.e. has there been any other status prior to current status)
- What has applicant been doing since been in U.S.?
- Why does applicant wish to study in the U.S.
- What ties/reasons would student have to home country to ensure/encourage return to home country?

\_\_\_\_\_ I-539 Form (can get from website [www.uscis.gov](http://www.uscis.gov))

\_\_\_\_\_ Check or Money Order for \$300.00 made payable to "DHS" or "Department of Homeland Security".

\_\_\_\_\_ Must pay the SEVIS fee to the Department of State. Can be done with an I-901 (downloadable from [www.uscis.gov](http://www.uscis.gov)) or through the web at [www.fmjfee.com](http://www.fmjfee.com) . A copy of the receipt must go with this application. This is a new fee effective September 1, 2004.

\_\_\_\_\_ Copy of applicant's passport (biographical page and any expiration pages), all visas, all I-94 cards (both sides), and anything pertaining to applicants visa status (i.e. H1-B1 approval notices, extensions, etc.). If applicant is a dependent, then we will have to prove the principal's visa status as well so will need copies of all immigration documents for them as well.

\_\_\_\_\_ Proof of connection of applicant to principal, if they are change from a dependent status. Example: F-2 or H-4 (Spouse dependent) applying for F-1, would need a copy of marriage license; if F-2 or H-4 (Child dependent) applying for F-1, would need copy of Birth certificate

\_\_\_\_\_ J-2 or J-1 change of status, need waiver.

\_\_\_\_\_ Evidence of ties to home country: property certificates, investments, savings, family, etc.

\_\_\_\_\_ Financial support documentation: Bank statements, affidavit of support, etc. If sponsorship is coming from the joint savings of another F-1, we must prove the financial independence of the principal. To do this, we will need proof of support enough for the original F-1, an example of this would be that the F-1 has departmental support. If so, then you need a letter stating that the savings are for the F-2 to use for his/her education and that the principal F-1 will not interfere with his/her education by using those funds for the applicant's education. If the change of status is from H-4 to F-1 and the funding is coming from the H1-B1 spouse, then you will need to send a copy of the Form 1040 Income Tax returns. This is also required of any U.S. sponsors.

\_\_\_\_\_ Other: \_\_\_\_\_