Procedures to apply for Change of Status to F-1
International Student and Faculty Office
Northern Illinois University

1. Please gather the following documents and bring to ISFO:
   - Money order or personal check for $370 made payable to "Department of Homeland Security"
   - I-20 (Graduate students will receive the I-20 from the Graduate School)
   - Copy of the financial document given to receive I-20
   - Form I-539 (you can google the form)
   - Receipt for the I-901 fee payment - https://www.fmjfee.com/index.jhtml
   - Photocopies of your passport (photo and visa page only)
   - Printout of your current I-94
   - Proof that you continue to maintain your current status (if you are currently a dependent it would be proof that you and your spouse or guardian maintains their status)
   - Personal letter requesting change of status; this should explain why you did not enter the US in F-1 status, and why you now seek F-1 status.
   - Proof of your enrollment at NIU, or proof of your admission to NIU
   - If applicable, photocopies of any previous Forms I-797 Approval Notice’s Only
   - If applicable, if you have ever been in J-1 or J-2 status, copy of the Approval Notice of the waiver of your two-year home residency requirement

2. Once we receive the financial guarantee (if the bank account is not yours, in addition we need to have a letter from the account holder stating that he or she is willing to provide these funds to you for your studies), as well as the proof of enrollment, we will be able to issue you a Form I-20. Graduate students will receive their I-20s from the Graduate School.

3. Please put all these documents together with the new original I-20. Please make a copy of this full petition for your personal files and then send the documents to the following address using Express Mail from USPS, Courier service, or some other form:

   **UPS or FedEx:**

   USCIS
   Attn: I-539
   2501 S. State Highway 121 Business Suite 400
   Lewisville TX 75067

   **For U.S. Postal Service:**

   USCIS
   P.O. Box 660166
   Dallas TX 75266

   You can expect to get an official Receipt Notice from USCIS within a couple of weeks. You can use the receipt number to track your case online or when you contact USCIS by phone.

   **Please note that if you are changing from F-2 or B-2 status to F-1, you must not enroll for any courses at NIU until your Approval Notice arrives.**

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