

Illinois Institute of Technology

International Center
3300 S. Federal Street.
Main Building, Room 405
Chicago, IL 60616
Phone: (312) 567-3680
Fax: (312) 567-3687

CHANGE OF STATUS To J-1 [8 CFR 248.1(B)]

06/07

Eligibility:

- Valid non-immigrant status
- Admittance to IIT
- IIT-issued DS-2019 form

Not Eligible:

- Holders of C, D, K and M visas
- Visitors with WT or WB status (Visa Waiver Program)
- J-2 non-immigrants with a 2-year home residency requirement
- Non-immigrants who overstayed or violated their status
- B-1/B-2 visitors who arrived into the United States after 4/12/2002 are not permitted to enroll or attend classes until their F-1 status has been approved.

DOCUMENTATION AND PROCEDURES:

Please schedule an appointment at the International Center and bring the following documents:

1. Letter of acceptance from IIT
2. Original DS-2019 document
3. Financial documents indicating availability of funds as shown on DS-2019
4. Completed I-539 form (attached)
5. Cover letter explaining the circumstances leading to the need for a change of status
6. Photocopy of passport (biographic pages, visa stamp, passport expiration date)
7. Original I-94
8. Check for \$300 payable to CIS
9. Copy of SEVIS fee receipt (more information on paying the fee is available online at www.FMJfee.com.)
10. If you currently hold dependent status (e.g. F-2, J-2, H-4) also include photocopies of the principle visa holder's valid status (e.g. I-94, visa, passport identity page, I-20, etc.)

After the International Center verifies your application to ensure its correctness, then you should mail your application to:

*United States Citizenship and Immigration Services
P.O. Box 10539
Laguna Niguel, CA 92607-1053*

You will receive a receipt from US CIS in 2-3 weeks. It may take 2-4 months for US CIS to make a final decision. You may track your petition on the following website: <https://egov.immigration.gov/cris/jsps/index.jsp>
If your application is approved, you will receive the I-20/DS 2019 form back from US CIS with the approval stamp and a new I-94 card. If the application is denied, you will receive a letter to depart the U.S. Please bring your change of status notification to the International Center so that we may update your file in our office.

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Financial Document Guidelines

02/07

You have been asked to provide a financial document so that the International Center can process your request.

Acceptable Financial Documents – One or a combination of the following may be used (A-F).

- A. An original bank statement in the student's name.
- B. An original bank statement in the sponsor's name and:
 - 1. An original letter of support from the person named on the bank statement, or
 - 2. An original/certified certificate showing the relationship between the student and the person named on the bank statement.
- C. An original letter from your department if TA/RA – must state the amount of funding (tuition hours covered plus stipend amount) for one academic year or length of extension.
- D. Letters from government/organizations must be original and state the exact amount covered for tuition, fees, and cost of living for one academic year or length of extension.
- E. Admission letter stating scholarship award per semester or academic year.
- F. Original Financial Affidavit as listed on the Admissions websites – completely filled out.

Requirements for acceptable financial documents – all requirements must be met:

- Original – stamped/signed
 - Printouts from the Internet must be stamped, signed, and dated by a bank official.
- Dated less than 6 months old
- In US currency or a conversion must also be included by a website and attached (using the date of the financial document) www.oanda.com or www.xe.com are two currency conversion websites.
- In English

I-539, Application to Extend/ Change Nonimmigrant Status

START HERE - Please type or print in black ink.

For USCIS Use Only

Part 1. Information about you.

Family Name		Given Name		Middle Name
Address - In care of -				
Street Number and Name				Apt. #
City	State	Zip Code	Daytime Phone #	
Country of Birth			Country of Citizenship	
Date of Birth (mm/dd/yyyy)		U. S. Social Security # (if any)		A # (if any)
Date of Last Arrival Into the U.S.			I-94 #	
Current Nonimmigrant Status			Expires on (mm/dd/yyyy)	

Returned	Receipt
Date	
Resubmitted	
Date	
Reloc Sent	
Date	
Reloc Rec'd	
Date	
<input type="checkbox"/> Applicant Interviewed on _____ Date	

Part 2. Application type. (See instructions for fee.)

1. I am applying for: *(Check one.)*

a. An extension of stay in my current status.

b. A change of status. The new status I am requesting is: _____

c. Other: *(Describe grounds of eligibility.)* _____

2. Number of people included in this application: *(Check one.)*

a. I am the only applicant.

b. Members of my family are filing this application with me.
The total number of people (including me) in the application is: _____
(Complete the supplement for each co-applicant.)

Extension Granted to (Date): _____

Change of Status/Extension Granted
New Class: From (Date): _____
To (Date): _____

Part 3. Processing information.

1. I/We request that my/our current or requested status be extended until (mm/dd/yyyy): _____

2. Is this application based on an extension or change of status already granted to your spouse, child or parent?
 No Yes. USCIS Receipt # _____

3. Is this application based on a separate petition or application to give your spouse, child or parent an extension or change of status? No Yes, filed with this I-539.
 Yes, filed previously and pending with USCIS. Receipt #: _____

4. If you answered "Yes" to Question 3, give the name of the petitioner or applicant: _____

If Denied:

Still within period of stay

S/D to: _____

Place under docket control

Remarks:

Action Block

**To Be Completed by
Attorney or Representative, if any**

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

If the petition or application is pending with USCIS, also give the following data:

Office filed at _____	Filed on (mm/dd/yyyy) _____
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Part 4. Additional information.

1. For applicant #1, provide passport information: Valid to: (mm/dd/yyyy)

Country of Issuance _____

2. Foreign Address: Street Number and Name Apt. #

City or Town State or Province

Country Zip/Postal Code



Part 4. Additional information.

3. Answer the following questions. If you answer "Yes" to any question, explain on separate sheet of paper.	Yes	No
a. Are you, or any other person included on the application, an applicant for an immigrant visa?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has an immigrant petition ever been filed for you or for any other person included in this application?	<input type="checkbox"/>	<input type="checkbox"/>
c. Has a Form I-485, Application to Register Permanent Residence or Adjust Status, ever been filed by you or by any other person included in this application?	<input type="checkbox"/>	<input type="checkbox"/>
d. Have you, or any other person included in this application, ever been arrested or convicted of any criminal offense since last entering the U.S.?	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you, or any other person included in this application, done anything that violated the terms of the nonimmigrant status you now hold?	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you, or any other person included in this application, now in removal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have you, or any other person included in this application, been employed in the U.S. since last admitted or granted an extension or change of status?	<input type="checkbox"/>	<input type="checkbox"/>

- If you answered "Yes" to Question 3f, give the following information concerning the removal proceedings on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began and status of proceedings.
- If you answered "No" to Question 3g, fully describe how you are supporting yourself on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the source, amount and basis for any income.
- If you answered "Yes" to Question 3g, fully describe the employment on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the name of the person employed, name and address of the employer, weekly income and whether the employment was specifically authorized by USCIS.

	Yes	No
h. Are you currently or have you ever been a J-1 exchange visitor or a J-2 dependent or a J-1 exchange visitor? If yes, please provide the dates you maintained status as a J-1 exchange visitor or J-2 dependant. Also, please provide proof of your J-1 or J-2 status, such as a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor Status or a copy of your passport that includes the J visa stamp.	<input type="checkbox"/>	<input type="checkbox"/>

Part 5. Signature. (Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.)

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

Signature	Print your Name	Date
Daytime Telephone Number	E-Mail Address	

NOTE: If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested benefit and this application may be denied.

Part 6. Signature of person preparing form, if other than above. (Sign below.)

I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

Signature	Print your Name	Date
Firm Name and Address	Daytime Telephone Number <i>(Area Code and Number)</i>	
	Fax Number <i>(Area Code and Number)</i>	E-Mail Address

Part 4. Additional information. Page for answers to 3f and 3g.

If you answered "Yes" to Question 3f in Part 4 on Page 3 of this form, give the following information concerning the removal proceedings. Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began and status of proceedings.

If you answered "No" to Question 3g in Part 4 on Page 3 of this form, fully describe how you are supporting yourself. Include the source, amount and basis for any income.

If you answered "Yes" to Question 3g in Part 4 on Page 3 of this form, fully describe the employment. Include the name of the person employed, name and address of the employer, weekly income and whether the employment was specifically authorized by USCIS.

Supplement -1

Attach to Form I-539 when more than one person is included in the petition or application.

(List each person separately. Do not include the person named in the Form I-539.)

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

If you need additional space, attach a separate sheet(s) of paper.

Place your name, A #, if any, date of birth, form number and application date at the top of the sheet(s) of paper.