






INTERNATIONAL STUDENT PROGRAM
Change of Status - Overview

WLAC International Student Program may consider admitting students that will apply for CHANGE OF STATUS from a different visa type. Change of Status students are required to file Form I-539 with US Customs and Immigration Services (USCIS). The following is a summary of the international student requirements and guidelines for Change of Status students.

CHANGE OF STATUS - OVERVIEW	
	<ul style="list-style-type: none"> • Admission: Obtain FULL ADMISSION letter • Counseling: Obtain a Student Education Plan • Enrollment: Enroll in 12 or more units for next required semester.
 <p>U.S. Citizenship and Immigration Services</p>	<p>Mail completed Form I-539 (<i>Application to Change/Extend Nonimmigrant Visa</i>) and include:</p> <ul style="list-style-type: none"> ▪ Form I-20 ▪ Form I-94 ▪ Copy of visa ▪ Copy of passport ▪ Financial documents showing how you will afford ▪ Form I-539 Filing Fee (to U.S. Department of Homeland Security) <p>Note: You may not depart the U.S. for any reason while Form I-539 is pending. Exiting the U.S. will cancel the reinstatement petition</p>
	<ul style="list-style-type: none"> • Change of Status may be declined. ▪ Must immediately depart U.S. ▪ Must immediately abandon classes ▪ Must pay fees for classes you will not complete



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Change of Status - Process

STEP 1	Obtain CHANGE OF STATUS I-20 from International Student Program
STEP 2	Review Form I-539 Instructions and gather the following documents <ul style="list-style-type: none">▪ Form I-20▪ Form I-94▪ Copy of visa▪ Copy of passport▪ Financial documents showing how you will afford your studies and living expenses.▪ Form I-539 Filing Fee (to U.S. Department of Homeland Security)
STEP 3	Mail Form I-539 and supporting documents in an envelope addressed to current Service Lockbox Filing Locations . We recommend you also review the " Form Filing Tips ." OR Request an appointment by emailing studentvisa@wlac.edu . Meet with WLAC's International Student advisor and present documents referenced above. The advisor will assist you prepare Form I-539.
<p>You can expect the following letter responses: Receipt of application, followed by Request for Evidence (RFE)*, and finally Approval/Decline letter.</p> <p>*Take whatever actions required in the RFE. Failure to reply may result in immediate DECLINE of your application.</p>	
STEP 5	Current J1 Visa Holders: You may begin classes, even if your CHANGE OF STATUS is pending when semester begins. Current B1 Visa Holders: You may NOT begin classes if your CHANGE OF STATUS is pending OR if your current visa type does not allow you to enroll in classes. You will need to speak with the international advisor before the semester begins to discuss your options.