

## CHANGE OF STATUS: H-1B TEMPORARY WORKER TO F-1 STUDENT

In order to change status while in the United States from an H-1B Temporary Worker to F-1 Student you must be in the United States in valid H-1B status at the time you are requesting this change.

NOTE: If you are traveling outside of the U.S. you can accomplish the change by taking your Form I-20 and obtain an F-1 Visa at a U.S. Consulate for re-entry to the U.S. All documents normally required for a visa will be required (i.e. valid passport, financial verification, etc.)

### APPLICATION PROCEDURE

#### PART #1: Make an appointment and bring the following to OISS:

- Completed [Form I-20 Application](#) (attached)
- [Form I-94](#)
- Passport
- Financial verification
- Wayne State University admissions letter

#### PART #2: The student must send the following documents to the lockbox

- Completed [Form I-539](http://www.uscis.gov/i-539) (<http://www.uscis.gov/i-539>)
- Completed [Form G-1145](https://www.uscis.gov/g-1145) (<https://www.uscis.gov/g-1145>)
- A \$370.00 check or money order made payable to Department of Homeland Security for the I-539 filing fee
- A separate \$85 check or money order made payable to Department of Homeland Security to cover the biometric services fee
- Photocopy of both sides of [Form I-94](#)
- Copy of original [Form I-20](#)
- Photocopy of the data pages in your passport
- Financial verification
- Photocopy of [Form I-797](#) (H-1B approval notice)
- Photocopy of last pay stub or letter from the employer (These documents will help prove that you maintained your H-1B status and are eligible for a change of status)
- You must pay the SEVIS fee of \$200 (Note: this fee increases to \$350 on June 24, 2019) prior to submitting your change of non-immigrant status application. (You can pay this fee on-line at <http://www.fmjfee.com>)

#### PART #3: Send the documents from PART #2 by certified mail to either:

##### For U.S. Postal Service (USPS) Deliveries:

USCIS  
PO Box 660166  
Dallas, TX 75266

##### For Express Mail and Courier Deliveries:

USCIS  
ATTN: I-539  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

**NOTE:** It may take up to 6 months to get a response from USCIS. If you have not received an answer after 4 months from the date the application was received by USCIS, speak with an advisor in OISS. You can check your status at <http://www.uscis.gov/portal/site/uscis> with your receipt number.

## FEDERAL SEVIS FEE INFORMATION

### WHO HAS TO PAY THE SEVIS FEE?

- Newly admitted student to the University
- Students whose previous I-20 has been terminated
- Students who have a five month absence from the United States.
- Students applying for a Change of Status.
- Applicants for **F-2 or J-2 dependent** visas are **NOT** required to pay the SEVIS fee.

### THE SEVIS FEE IS NOT REFUNDABLE

### PROCEDURE FOR PAYING THE SEVIS FEE

1. Obtain Form I-20 or DS-2019 from Wayne State University
2. Access the Form I-901 on the internet at <https://www.fmjfee.com/>
3. Complete Form I-901, answering all questions (you must have an I-20 or DS-2019 from WSU in order to complete Form I-901). Be sure that you enter your personal information **exactly** as it appears on the I-20 or DS-2019
4. Pay the \$200 SEVIS fee for F-1 or \$180 for J-1 according to one of the methods described below. **Note: These fees increase to \$350 and \$200 respectively on June 24, 2019.**

**NOTE:** To complete Form I-901, you must enter the WSU School Code of DET214F00372003 (for GRD, Graduate), DET214F00372002 (for UG, Undergraduate), DET214F00372001 (for ELI, English Language Institute) if you have been sent an I-20, OR the WSU Program Number of P101002 if you have been sent a DS-2019. You must also enter your SEVIS ID number, which is printed at the top right of the I-20 or DS-2019, above the bar code. It starts with the letter "N."

### HOW TO PAY THE SEVIS FEE?

Currently there are two payment methods:

- Payment in U.S. dollars by credit card over the Internet **OR**
- Payment in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank, and mailed to an address in the United States

**NOTE:** Payment of the SEVIS fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019, or a completed copy of Form I-901.

### PAYING ON THE INTERNET

Once you have received your I-20 or DS-2019, you can make the fee payment by submitting Form I-901 on-line using a credit card. The web address is <https://www.fmjfee.com/>. MasterCard, Visa, or American Express debit or credit cards are accepted. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and **print out the payment screen to verify your payment. The printed receipt should be presented at the visa interview or at the U.S. port of entry as proof of payment. Thus, when paying the fee on the Internet, it is essential that your printer be ready before starting the payment process. Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.**

**PAYING BY MAIL**

To pay by mail, you must download and print [Form I-901](#) from <http://www.fmjfee.com>, fill out the form and mail it with your payment to the address below.

Your payment must be in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank. Your check, bank draft or money order should be made payable to: **"I-901 Student/Exchange Visitor Processing Fee."** **Also, be sure to print your name and SEVIS ID number in the lower left-hand corner of the check, money order or bank draft.** The need for a check, bank draft or money order in U.S. dollars drawn on a U.S. bank does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank, because they are chartered in the United States, or because they are foreign subsidiaries of a U.S. bank, or because they have arrangements with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.

Mail the payment and [Form I-901](#) to the following:

I-901 Student/Exchange Visitor Visa Processing Fee  
P.O. Box 970020  
St. Louis, MO 63197-0020 USA

To send by courier, send [Form I-901](#) to the following address:

I-901 Student/Exchange Visitor Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101  
United States  
Phone Number: 1-314-418-8833 (United States Country Code 011)

Once the form and fee are processed, a paper receipt will be mailed to you. Return courier service is available for an additional \$30.

**SHOWING PROOF OF SEVIS FEE PAYMENT**

You must be able to prove that the fee has been paid when you apply for your change of non-immigrant status. Immigration officials should be able to verify SEVIS fee payment electronically three business days after payment is processed, but in case of problems, having a printed receipt is the best evidence of fee payment. If you lose or did not receive a receipt for fee payment, the U.S. government does retain an electronic record that the fee has been paid. For detailed information on the SEVIS fee payment process, and for a list of frequently asked questions, visit <https://www.ice.gov/sevis/i901>.

**NOTE:** The Wayne State International \$50 SEVIS fee is mandatory and assessed each semester. The fee is charged to all students and scholars in F-1, F-3, or J-1 status.

Individuals with F-1 and F-3 status will be charged automatically through their Wayne State University account. Individuals with J-1 status will be required to pay at the Office of International Students and Scholars (OISS) in person. We accept personal check, money order and back cashier's check from a U.S. payable to "OISS". **Wayne State University cannot accept a starter check.**

**REASON FOR NEW I-20** (Please check all that apply)

Part Time Commuting Canadian \*

Requesting I-20 For: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

In my previous semester: Semester: \_\_\_\_\_ Year: \_\_\_\_\_, I was  Full Time  Part Time

**REMINDER: You are not eligible for on-campus employment on the part-time I-20**

All my courses will be online this semester

Commuting Canadian changing from Part-Time to Full-Time \* for: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Entry to Regain Status \*

Reinstatement Within the U.S. \*

Change of Major \*

New Major: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change of Program Level \*

From: \_\_\_\_\_ To: \_\_\_\_\_

Change of Visa Status \* (Example: Changing from F-2 to F-1, or H-4 to F-1, etc.)

Current Visa Status: \_\_\_\_\_ New Visa Status: \_\_\_\_\_

Pursuing Second Degree Program \*

New Program: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: Proof of Admission Must Be Attached.**

Program Extension \*

Reason for Extension: \_\_\_\_\_

New Program End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Dependents \* (ONLY if you are requesting an I-20 for them.)

Please provide the following information for each dependent you are requesting an I-20 for.

**REMINDER: Proof of relationship is required. Please bring the appropriate documents such as marriage certificate, birth certificate, etc. as needed to properly establish your relationship to the dependent listed.**

Name (Last, First Middle)	Date of Birth	Country of Birth	Country of Citizenship	Relationship

\* Asterisk indicates that new financial documentation is required if the current financial documents OISS has on file are more than 6 months old.

**PLEASE COMPLETE PAGE 2 OF THIS FORM**

Last Name:		First & Middle Name:	
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Current Visa Type:	
SEVIS ID:		WSU ID:	
Country of Birth:		Country of Citizenship:	

**CURRENT PROGRAM INFORMATION**

Current Degree Program: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> Ph.D. <input type="checkbox"/> Pharm.D. <input type="checkbox"/> Other – Please Specify: _____	
Major:	Department:
Program Start Date:	Program End Date:

**U.S. CONTACT INFORMATION**

Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:
WSU Email:		Personal Email:

**FOREIGN ADDRESS**

Address:			
City:	Province:	Postal Code:	Country:

**FINANCIAL RESOURCES** (If required. Marked by Asterisks on Page 1)  
*Please attach copies of appropriate documentation.*

<input type="checkbox"/> Student Personal Funds Amount: _____
<input type="checkbox"/> Funds from WSU (Scholarships, Assistantships, etc.) Amount: _____ Source: _____
<input type="checkbox"/> Funds from other sources (Specify source) Amount: _____ Source: _____
<input type="checkbox"/> On Campus Employment: Amount: _____ Employer: _____
<input type="checkbox"/> I will pick up the I-20
Student's Signature: _____ Date: _____

**OISS STAFF ONLY**

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_