

Eligibility

1. Students must be accepted to Liberty University through the International Admissions Office
2. Students must maintain their current status while waiting for the new status to begin
3. Students cannot move from M-1 to F-1
4. Students must be in status at the time a COS is filed.
 - a. Student must be within status timeframe or in grace period to file for a COS. If not, the student will need to regain status through the sponsoring school or employer OR will need to leave the U.S. and reenter as an F-1.
 - b. **Students changing to an F-1 status may not start classes prior to receiving approval unless previous status allows full time study.**

Deadlines

1. A Change of Status application can take **5-7 months** for approval.
2. A student will need to apply to Liberty 60-90 days prior to filing for a COS.
3. A student must be accepted by LU **before** they are eligible to file for COS and must plan accordingly.
4. A student will need to file a Change of Status prior to the end of their previous status.

Application Steps

1. Gain acceptance into Liberty University through the International Admissions Office
2. Begin working with an International Student Advisor in the Office of International Student Services to complete the COS application – call 434-592-4118 for assistance.
3. Complete/gather all Required Documents listed below.
4. Submit all Required Documents to the International Student Advisor for review.
5. The International Student Advisor will issue a new COS I-20 and return your completed COS application to you.
6. Pay the \$200 SEVIS fee to activate your I-20 at www.fmjfee.com and print the receipt for your records.
7. **Mail the COS application to USCIS by FedEx within 20 days of receiving the packet.**

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067
8. Receive a receipt of application from USCIS in about 4 weeks after you mail the COS application.
9. Receive your COS approval from USCIS in 3-4 months from the date USCIS received the application.
10. Submit copies of your newly stamped I-20 and new I-94 to the International Student Advisor.

*****NOTE: This last step is extremely important! You may not be able to attend classes until you finish this step! *****

Required Documents

1. **I-539 completed application** found at www.uscis.gov in the “Forms” section
2. **I-134 Current affidavit of financial support** found at www.uscis.gov in the “Forms” section (only if your sponsor is living in the United States).
 - a. Official Bank Statement (not from online) showing total amount on I-20
 - i. Documents should be verified and dated less than 6 months old
 - ii. It is better to show as much as you can (more than one year if possible).
 - b. Letter of support from sponsor stating their intentions of supporting you
 - c. Letter from sponsor’s employer stating the following:
 - i. How long your sponsor has been employed
 - ii. If the sponsor’s employment is temporary or permanent
 - iii. How much your sponsor is paid each year

*****NOTE: These financial documents do not have to be originals. They can be scanned or faxed copies.*****

3. **Passport & visa** (color copies)
4. **All past and present I-20s.** (color copies)
5. **Original I-94** (Small white card in passport -Original will be sent to US CIS)
6. **Money order made out to US DHS for \$370.00**
7. Letter & Supporting evidence
 - a. **Student letter:** Student should explain why he or she would like to change status.
 - b. **Evidence of residence in home country:** Student will need to prove to US CIS that they are a non-immigrant with ties to their home country. Examples are:
 - i. Bank accounts in home country
 - ii. Property deeds or titles to material assets in home country
 - iii. A parental (for young students) or marital residence in home country.
 - iv. Letters of intention to return home after degree completion.
8. **Proof of Primary's Status:** If you are a dependent of a parent or spouse, you will need to submit color copies of the Primary's documents: **Passport, Visa, I-94** (front and back), and **I-20**.

Dependents Included with Application

Change of Status can include the status of dependents with only one I-539 application. Examples include:

- An F-1 husband and an F-2 wife who are "switching" statuses.
- An F-1 husband with an F-2 wife and an F-2 dependent. The wife can become F-1 and "move" the dependent to her new F-1 record.

For F-2 dependents to be moved, the F-1 whose record they will be moved to will need to show evidence of \$5,000 per dependent (in addition to the total F-1 sponsorship).

Students changing to F-2

1. You will be required to provide all immigration documents of the F-1.
2. Letter of support from the F-1 student to add you as a dependent.
3. Students changing from F-1 to F-2 will have to maintain F-1 status until they are approved.