



ITU

International Technological University

2711 North First Street - San Jose, CA 95134

Phone (888) 488-4968

www.itu.edu

Change of Status to F-1 Application Checklist

Preparing Documents for ITU for Initial I-20 Application

Create a scanned colored copy of your passport information page.

Create a scanned colored copy of your current US visa stamp.

Print a copy of your I-94 form: <https://i94.cbp.dhs.gov/i94/consent.html>.

Print a copy of your ITU admissions letter.

A recent bank statement (within 6 months) reflecting a balance of \$36,293.25 or more.

An affidavit of support for each bank statement that is provided by a financial sponsor.

The following form will be provided after the previous forms have been given to the ISO.

An I-20 request form (*provided after other documents have been submitted*).

Preparing the Application for USCIS

Submit a request for an I-20 for your change of status application with the ISO.

Submit your SEVIS I-901 fee: <https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop>.

Include a check to the "Department of Homeland Security" for \$290 for your I-539 fee.

Fill out the I-539 form: <http://www.uscis.gov/sites/default/files/files/form/i-539.pdf>.

Complete form G-1145: <http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>.

Create a scanned colored copy of your spouse's passport information page (*If necessary*).

Create a scanned colored copy of your spouse's current US visa stamp (*If necessary*).

Print a copy of your spouse's I-94 form: <https://i94.cbp.dhs.gov/i94/consent.html> (*If necessary*).

A copy of your official marriage license/certificate (*If necessary*).

A letter from your spouse's current employer (*if switching from H-4*).

Your spouse's most recent 5 pay stubs (*if switching from H-4*).

Letter from you requesting change of status and explaining the reason for the change of status.



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While Your Application is Pending

Once you receive your receipt notice, check the status of your case at www.uscis.gov by entering your receipt number.

We strongly recommend that you do not travel outside of the U.S until you have spoken with an ISO advisor as this may jeopardize your change of status application.

Once Your Application has Been Approved

Provide ISO with a copy of your new visa stamp.

Provide ISO with a copy of your I-797 approval notice.

Provide ISO with a copy of your new I-94 if you left the U.S. to get your visa stamp.

If you travel outside of the U.S., in order to re-enter the U.S. in F-1 status, you will need to obtain for a valid F-1 visa stamp at a U.S. consulate abroad.