



# NATIONAL AMERICAN UNIVERSITY

## Application Process for Change of Nonimmigrant Status (COS)

- *Non-immigrants in C, D, K, M, or those who entered the US under the Visa-Waiver Program (I-94's are green with the status of WT or WB) cannot be changed.*
- *Most common change of status is B1/B2 (visitors visas) to F1.*
- *In most cases, the immigration services must approve the change of status application **before** the student begins classes at the university.*

**The following information must be forwarded to the system director for international admission.**

- Completed NAU International Admissions packet.
- Form I-539 completed and signed by the student. Form I-539 can be downloaded from the USCIS website at [www.uscis.gov](http://www.uscis.gov).
- Letter from the student explaining why he/she wants to change status to F1.
- Copies of passport pages (passport ID pages and visa stamp of current immigration status).
- Copies of financial support that was provided for the issuance of Form I-20. This should be enclosed in the student's admission packet.
- Copy of the I-94, front and back.
- If applicable, dependent family member documentation. If the dependent family members are currently in the US, we should change their status as well. Their information should be included on the I-539 and documentation showing the validity of their current immigration status, including copies of their Forms I-94.

**The system director will then return all documentation needed for change of status application. The student will then be required to send the entire application to the USCIS Service Center. The packet should include:**

- Completed Form I-539.
- I-539 processing fee of \$195 fee made payable to USCIS.
- Original I-20 -- The entire form will be submitted in the COS application. The student and DSO will need to sign both copies. The I-20 is only issued if the student completes and meets all NAU admission requirements and financial requirements and has current lawful nonimmigrant status.
- Original I-94.
- Letter from the student explaining why he/she want to change to F1.
- Copies of passport and visa pages (passport ID pages and visa stamp of current immigration status).
- Copies of financial support that was provided for the issuance of Form I-20.
- If applicable, dependent family member documentation.

Mail all of the above to the USCIS Service Center with jurisdiction over the student's place of residence.

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