

# Change to F1 Status Checklist & Procedures



Changing your status allows you to change your non-immigrant status while remaining in the U.S. You will not receive a new visa; visas are only issued outside the U.S. Submit an application to USCIS for a change of status.

## STEP 1: Apply for Admission to BEI and Obtain a Form I-20

### Personal Information (+ dependents if applicable):

- Passport Photo Page copy
- Current Visa Page copy (including entry stamp)
- I-94 Arrival/Departure Record (<https://i94.cbp.dhs.gov>) copy
- Copy of the I-797 receipt (only if applicable)

### Financial Support:

Funding is determined by tuition, cost of living, miscellaneous costs, and dependents (if applicable).

F1 only: \$19,920

F1 and one F2 dependent: \$27,120

F1 and two F2 dependents: \$31,320

F1 and three F2 dependents: \$35,520

### Who is sponsoring your studies?

#### *Your Own Funds:*

- Bank Statements not older than 6 months with 3 months of transaction history

#### *Funds from a Sponsor (Parent, Relative, Friend):*

- Bank Statements not older than 6 months with transaction history
- Support Letter (if the bank account is outside the USA)
- Affidavit of Support (I-134) (if the bank account is from the USA)

#### *Government or Private Scholarship:*

- Scholarship Letter (must include your name, duration of funding, and nature of funding)

### BEI's Application:

- International Student Enrollment Agreement
- Dependent Addendum (if applicable)
- \$300 Registration Fee
- Tuition Deposit of 6 weeks (\$1,635)

**Allow 3-5 business days to process your I-20 packet.**

## STEP 2: Pay I-901 SEVIS Fee

### I-901 SEVIS fee:

- Pay the \$350 fee online at [www.fmjfee.com](http://www.fmjfee.com)
- You will need 2 numbers:
  - SEVIS ID #: N0000000000
  - School Code: HOU214F00389000

## STEP 3: Submit I-539 Application & I-539A for Dependents

### Before mailing your application, make sure it includes:

- I-539 application
- \$420 filing fee (check or money order)
- I-20 packet
- Letter of why you want to change to F1 status
- Other important evidence
- Passport
- Visa page
- I-94
- Financial Support

### Mailing Address:

#### USPS:

USCIS  
P.O. Box 660166  
Dallas, TX 75266

#### UPS, Express Mail, and Courier Deliveries:

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

### Online Submission:

<https://www.uscis.gov/i539online> (Review eligibility requirements before submitting.)

### Available Sessions

Each cycle is 7 weeks long. To maximize language immersion, students must enroll in a minimum of two cycles.

Intensive English Program – Morning

Monday-Thursday / 8:30 AM – 1:30 PM

Cost per cycle: \$1,820.00

2025	
Cycle 1	January 06 - February 20
Cycle 2	February 24 - April 10
Cycle 3	April 14 - May 29
Cycle 4	June 02 - July 17
Cycle 5	July 21 - September 04
Cycle 6	September 08 - October 23
Cycle 7	October 27 - December 11

2026	
Cycle 1	January 05 - February 19
Cycle 2	February 23 - April 09
Cycle 3	April 13 - May 28
Cycle 4	June 01 - July 16
Cycle 5	July 20 - September 03
Cycle 6	September 07 - October 22
Cycle 7	October 26 - December 10