

Part I. Student Information

Family Name:	Middle Name:	Given Name:
Address:		K-ID:
Phone No.:	Email Address:	Current Visa Status:

Part II. Student's Request

F-1 student status is appropriate if you intend on pursuing full-time studies in the United States.

I request an initial form I-20, so I will apply for an F-1 visa by travelling abroad and re-enter this country with the F-1 visa
 yes no

I request an initial form I-20, so I could file for a change of status (COS) application with the USCIS without departing the US.
 yes no

Part III. Procedure

1. To receive a TAMUK form I-20, the OISSS will need the following:
 - 1) Your admission letter
 - 2) Your financial documents
 - 3) Biographic page of your passport
 - 4) [Form I-94 online](#)
2. Once you have your TAMUK form I-20, you will need to [pay SEVIS I-901 fee](#) online.
3. If you are going to travel abroad to apply for a visa, please set up an appointment with a [U.S. embassies or consulates](#) prior to your departure.
4. If you are going to apply for a change of status (COS) without departing the US, you will need to mail the following to the USCIS unless you take the option of [filing online](#):
 - 1) Application fee of \$370.00 (This should be a check payable to the "Department of Homeland Security.") You may need to submit additional fees, such as Biometrics fee. Be sure to use [USCIS fee calculator](#) to get the correct fee.
 - 2) Completed, signed and dated [Form I-539](#), Application to Extend/Change Nonimmigrant Status.
 - 3) Form I-20 issued by TAMUK
 - 4) A cover letter from you addressed to the USCIS, requesting a change of status, explaining your circumstances.
 - 5) A copy of your admission letter.
 - 6) A copy of your SEVIS fee receipt, verifying that you have paid the SEVIS fee.
 - 7) A copy of your form I-20, issued by TAMUK
 - 8) Copies of your previous form I-20(s).
 - 9) Your financial documentation.
 - 10) A copy of your Form I-94 (both sides).
 - 11) A copy of your passport biographic and picture pages.
 - 12) A copy of your U.S. visa stamp.
 - 13) If you hold a dependent status, e.g. F-2 or J-2, a copy of your spouse's/parent's F-1 or J-1 documents (form I-20, form DS-2019, biographic and picture pages of passport, visa and form I-94).
 - 14) Make a copy of your documents for your record prior to mailing. Mail your application to [proper filing address](#) by a trackable mailing service.

Part IV. Important Notes

- Estimated processing time for USCIS is from two to six months. Please check the USCIS web site for [current processing times](#).
- You will receive an I-797 receipt notice from the USCIS approximately one month after filing your application. You may [check the status](#) of your application on-line using the receipt number found on the I-797 receipt notice.
- If you receive a Request for Evidence (RFE) from the USCIS, consult with OISSS and/or your immigration attorney before responding.
- You may not attend school while your change of status application is pending at USCIS (such as from B-1/2 to F-1 status. Furthermore, you may not begin an assistantship, or engage in on-campus or off-campus employment of any kind until your change of status has been approved by the USCIS.
- After a change of status from within the US, you may need to obtain a new visa stamp on your next trip abroad. This will necessitate a visit to a US embassy or consulate during that trip. Consult with OISSS about this process well before your trip.
- OISSS reminds students that a change of status application is the responsibility of the applicant. OISSS has provided the above information as a courtesy and recommends that persons with complex applications consult a competent immigration attorney before proceeding.