

**CHANGE OF STATUS: B-2 to F-1 STUDENT**

A nonimmigrant B-2 visitor for pleasure may wish to change to F-1 student status in various sets of circumstances:

1. The student has a B-2 Visa bearing the notation "prospective student". Consular officers are authorized to write "prospective student" on a B-2 Visa issued to a person who has been admitted to a particular school and has a Form I-20 from that school, but intends to enter the United States more than 90 days before classes begin; intends to become a student but has not yet chosen a school in the United States and wishes to visit more than one school before making a selection; needs to be in the U.S. to take an examination or have an interview that is required for admission to a school; or has credible evidence of admission to a U.S. school but does not have a Form I-20. A person with a B-2 Visa marked "prospective student" should routinely be able to obtain a change to F-1 status.
2. Conditions in the preceding paragraph may apply, but the consular officer has neglected to write "prospective student" on the B-2 visa.
3. The student entered the U.S. in B-2 status and, after arriving in the country, decided to attend school, applied to a school, and was admitted and obtained a Form I-20.
4. While outside the U.S. the student believed that he or she would encounter difficulty in securing an F-1 visa from a consular officer, obtained a B-2 visa, and entered the country intending to apply to change to F-1 status once in the U.S.

Individuals in categories 1, 2, and 3 should be able to change to F-1 status, although those in categories 2 and 3 may have difficulty. Such individuals must provide whatever information or evidence available to support their contention that they are entitled to change to F-1 status. **Individuals in the fourth category will be denied a change of status because they have misrepresented their purpose in seeking admission to the United States by failing to reveal their intention to study when applying for a visa when entering the country.** Such individuals should consider leaving the United States temporarily, obtaining an F-1 visa at a consular office, and reentering the country in F-1 status.

**APPLICATION PROCEDURE IS DETAILED ON PAGE 2**

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## APPLICATION PROCEDURE

### PART 1: Make an appointment and bring the following to OISS:

- Completed Form I-20 Application (Attached)
- Form I-94
- Passport
- Financial verification
- Wayne State University admissions letter

### Part 2: The student must send the following document to the lockbox:

- Completed Form I-539 (<http://www.uscis.gov/i-539>)
- Completed Form G-1145 (<https://www.uscis.gov/g-1145>)
- A \$370 check or money order made payable to the Department of Homeland Security to cover the I-539 filing fee
- A separate \$85 check or money order made payable to the Department of Homeland Security to cover the Biometric Services fee
- Photocopy of both sides of form I-94
- Copy of original Form I-20
- Photocopy of the data pages in your passport
- Financial verification
- If “prospective student” is not stamped on your B-2 Visa, include a letter explaining why you are entitled to change to F-1 status.

### Part 3: Send the documents from Part 2 by certified mail to either:

**For U.S. Postal Service (USPS) Deliveries:**

USCIS  
PO Box 660166  
Dallas, TX 75266

**For Express Mail and Courier Deliveries:**

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

**NOTE:** It may take up to 6 months to get a response from USCIS. If you have not received an answer after 4 months from the date the application was received by USCIS, speak with an advisor in OISS. You can check your status at <http://www.uscis.gov/portal/site/uscis> with your receipt number.

## FEDERAL SEVIS FEE INFORMATION

### WHO HAS TO PAY THE SEVIS FEE?

- Newly admitted student to the University
- Students whose previous I-20 has been terminated
- Students who have a five month absence from the United States.
- Students applying for a Change of Status.
- Applicants for **F-2 or J-2 dependent** visas are **NOT** required to pay the SEVIS fee.

### THE SEVIS FEE IS NOT REFUNDABLE

### PROCEDURE FOR PAYING THE SEVIS FEE

1. Obtain Form I-20 or DS-2019 from Wayne State University
2. Access the Form I-901 on the internet at <https://www.fmjfee.com/>
3. Complete Form I-901, answering all questions (you must have an I-20 or DS-2019 from WSU in order to complete Form I-901). Be sure that you enter your personal information **exactly** as it appears on the I-20 or DS-2019
4. Pay the \$200 SEVIS fee for F-1 or \$180 for J-1 according to one of the methods described below. **Note: These fees increase to \$350 and \$200 respectively on June 24, 2019.**

**NOTE:** To complete Form I-901, you must enter the WSU School Code of DET214F00372003 (for GRD, Graduate), DET214F00372002 (for UG, Undergraduate), DET214F00372001 (for ELI, English Language Institute) if you have been sent an I-20, OR the WSU Program Number of P101002 if you have been sent a DS-2019. You must also enter your SEVIS ID number, which is printed at the top right of the I-20 or DS-2019, above the bar code. It starts with the letter "N."

### HOW TO PAY THE SEVIS FEE?

Currently there are two payment methods:

- Payment in U.S. dollars by credit card over the Internet **OR**
- Payment in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank, and mailed to an address in the United States

**NOTE:** Payment of the SEVIS fee may be made by you or by any other individual, either in the United States or abroad, including family or friends. However, anyone paying the fee on your behalf will need to have a copy of your I-20 or DS-2019, or a completed copy of Form I-901.

### PAYING ON THE INTERNET

Once you have received your I-20 or DS-2019, you can make the fee payment by submitting Form I-901 on-line using a credit card. The web address is <https://www.fmjfee.com/>. MasterCard, Visa, or American Express debit or credit cards are accepted. It does not matter if the card was issued in the United States or overseas. Follow the on-line instructions, include the required credit card information, and **print out the payment screen to verify your payment. The printed receipt should be presented at the visa interview or at the U.S. port of entry as proof of payment. Thus, when paying the fee on the Internet, it is essential that your printer be ready before starting the payment process. Do not exit the receipt page until you have successfully printed the receipt. You will not be able to return to the receipt page.**

**PAYING BY MAIL**

To pay by mail, you must download and print Form I-901 from <http://www.fmjfee.com>, fill out the form and mail it with your payment to the address below.

Your payment must be in U.S. dollars by check, money order or bank draft, drawn on a U.S. bank. Your check, bank draft or money order should be made payable to: **"I-901 Student/Exchange Visitor Processing Fee."** **Also, be sure to print your name and SEVIS ID number in the lower left-hand corner of the check, money order or bank draft.** The need for a check, bank draft or money order in U.S. dollars drawn on a U.S. bank does not mean that only a U.S. bank can issue the document. Many foreign banks are able to issue checks or money orders drawn on a U.S. bank, because they are chartered in the United States, or because they are foreign subsidiaries of a U.S. bank, or because they have arrangements with a U.S. bank to issue a check, money order, or foreign draft that is drawn on a U.S. bank.

Mail the payment and Form I-901 to the following:

I-901 Student/Exchange Visitor Visa Processing Fee  
P.O. Box 970020  
St. Louis, MO 63197-0020 USA

To send by courier, send Form I-901 to the following address:

I-901 Student/Exchange Visitor Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101  
United States  
Phone Number: 1-314-418-8833 (United States Country Code 011)

Once the form and fee are processed, a paper receipt will be mailed to you. Return courier service is available for an additional \$30.

**SHOWING PROOF OF SEVIS FEE PAYMENT**

You must be able to prove that the fee has been paid when you apply for your change of non-immigrant status. Immigration officials should be able to verify SEVIS fee payment electronically three business days after payment is processed, but in case of problems, having a printed receipt is the best evidence of fee payment. If you lose or did not receive a receipt for fee payment, the U.S. government does retain an electronic record that the fee has been paid. For detailed information on the SEVIS fee payment process, and for a list of frequently asked questions, visit <https://www.ice.gov/sevis/i901>.

**NOTE:** The Wayne State International \$50 SEVIS fee is mandatory and assessed each semester. The fee is charged to all students and scholars in F-1, F-3, or J-1 status.

Individuals with F-1 and F-3 status will be charged automatically through their Wayne State University account. Individuals with J-1 status will be required to pay at the Office of International Students and Scholars (OISS) in person. We accept personal check, money order and back cashier's check from a U.S. payable to "OISS". **Wayne State University cannot accept a starter check.**

**REASON FOR NEW I-20** (Please check all that apply)

Part Time Commuting Canadian \*

Requesting I-20 For: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

In my previous semester: Semester: \_\_\_\_\_ Year: \_\_\_\_\_, I was  Full Time  Part Time

**REMINDER: You are not eligible for on-campus employment on the part-time I-20**

All my courses will be online this semester

Commuting Canadian changing from Part-Time to Full-Time \* for: Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Entry to Regain Status \*

Reinstatement Within the U.S. \*

Change of Major \*

New Major: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Change of Program Level \*

From: \_\_\_\_\_ To: \_\_\_\_\_

Change of Visa Status \* (Example: Changing from F-2 to F-1, or H-4 to F-1, etc.)

Current Visa Status: \_\_\_\_\_ New Visa Status: \_\_\_\_\_

Pursuing Second Degree Program \*

New Program: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Expected Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**NOTE: Proof of Admission Must Be Attached.**

Program Extension \*

Reason for Extension: \_\_\_\_\_

New Program End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Other: \_\_\_\_\_

Dependents \* (ONLY if you are requesting an I-20 for them.)

Please provide the following information for each dependent you are requesting an I-20 for.

**REMINDER: Proof of relationship is required. Please bring the appropriate documents such as marriage certificate, birth certificate, etc. as needed to properly establish your relationship to the dependent listed.**

Name (Last, First Middle)	Date of Birth	Country of Birth	Country of Citizenship	Relationship

\* Asterisk indicates that new financial documentation is required if the current financial documents OISS has on file are more than 6 months old.

**PLEASE COMPLETE PAGE 2 OF THIS FORM**

**IDENTIFICATION INFORMATION**

Last Name:		First & Middle Name:	
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Current Visa Type:	
SEVIS ID:		WSU ID:	
Country of Birth:		Country of Citizenship:	

**CURRENT PROGRAM INFORMATION**

Current Degree Program: <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> Ph.D. <input type="checkbox"/> Pharm.D. <input type="checkbox"/> Other – Please Specify: _____	
Major:	Department:
Program Start Date:	Program End Date:

**U.S. CONTACT INFORMATION**

Address:		
City:	State:	Zip:
Home Phone:	Cell Phone:	Work Phone:
WSU Email:		Personal Email:

**FOREIGN ADDRESS**

Address:			
City:	Province:	Postal Code:	Country:

**FINANCIAL RESOURCES** (If required. Marked by Asterisks on Page 1)  
*Please attach copies of appropriate documentation.*

<input type="checkbox"/> Student Personal Funds Amount: _____
<input type="checkbox"/> Funds from WSU (Scholarships, Assistantships, etc.) Amount: _____ Source: _____
<input type="checkbox"/> Funds from other sources (Specify source) Amount: _____ Source: _____
<input type="checkbox"/> On Campus Employment: Amount: _____ Employer: _____
<input type="checkbox"/> I will pick up the I-20
Student's Signature: _____ Date: _____

**OISS STAFF ONLY**

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_