

CHANGE OF STATUS

Below you will find the STEPS to apply for a change of status (F1 visa)

STEP I

Take our Placement Test and complete the attached Biographical Form:

We will need your detailed biographical information: first, last name, date of birth, e-mail address, and foreign address (native country), emergency contact name and phone number. Besides that, we will email you our Placement Test. This will determine what level you will qualify for when your F-1 status is approved.

STEP II

Be accepted and get your I-20:

If you are planning to apply for a change of status to an F1 visa you will first need to be accepted to IEC and receive an I-20 form from our school.

In order to issue the I-20 form we will need the following documents from you (you can scan the documents and email them to us):

- **Current passport;**
- **Entry visa;**
- **DS Form (from J1 visa holders)**
- **I-94 form;**
- **University or high school diploma** (translated into English);
- **Evidence of financial support** showing, at minimum, the equivalent of:
 - **\$ 12,500** as the balance (for 1 year study), including annual tuition of \$4,410 plus living expenses.
 - *Verified by a signature and stamp from a bank representative.*

There are 3 options:

- 1) Own Funds;
 - (a) Bank Statement (from an account under your name).
- 2) Sponsorship from the United States:
 - (a) Declaration of Financial Support I-134 (we can email it to you);
 - (b) Bank Statement (from an account under the sponsor's name).
- 3) Sponsorship from Abroad:
 - (a) Letter from a Sponsor translated into English;
 - (b) Bank Statement (from an account under the sponsor's name);
 - (c) Affidavit of Support Form (**the sponsor's signature has to be notarized**).

Dependents (Spouse and minor children):

If the student has any dependents, besides the previous documents, the student will have to provide a copy of each dependent's passport and the additional financial evidence in the amount of:

For 1 year of study: \$ 4.000,00 (each dependent)

FEES:

- **I-20 fee:**
 - **\$250** for F1 student;
 - **\$50** for F2 (each dependent);

After we receive your payment for the I-20, we will issue the I-20 to you.
This fee is NON-REFUNDABLE;
- Postal fee of \$35:

If IEC needs to mail the documents to your home, we will charge a postal fee (in USA).

IMPORTANT!

As soon as you receive the I-20 from our school, you must pay the **SEVIS FEE - \$350** (This fee is for the Immigration Office only). You will receive the Instruction on how to do it.

STEP III

Fill out USCIS FORM I-539 (Change of Status application):

When the SEVIS fee is paid, you'll need to fill out the change of status application (**form I-539**).

You may choose to request assistance from a law office.

If you decide to apply for a change of status by yourself, please make sure to send the change of status package to the USCIS before your current visa expires.

FORM I-539 Fees:

Change of Status application:

- **Online: \$420**
- **Paper filing: \$470** – money order

STEP IV

F1 Visa Approved:

After your F1 visa is approved, please e-mail us to schedule an appointment with our staff to register you to your class, provide us with the **Approval Notice**, and pay the following fees:

- The registration fee: **\$ 25**
- Textbooks: **\$ 90**

You will also receive a payment plan:

- Monthly tuition payments are: **\$ 490.00**
- Total annual tuition: **\$ 4,410.00 (9 payments of \$ 490 each)**