

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
- ☐ 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

2026	
Cycle 1	January 12 - February 26
Cycle 2	March 02 - April 16
Cycle 3	April 20 - June 04
Cycle 4	June 08 - July 23
Cycle 5	July 27 - September 10
Cycle 6	September 14 - October 29
Cycle 7	November 02 - December 17