



Change to F1 Status Checklist & Procedures

Changing your status allows you to change your non-immigrant status while remaining in the US. You will not receive a new visa; visas are only issued outside the US. 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

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 transaction history
 - Funds from a Sponsor (Parent, Relative, Friend):
 - Bank Statements not older than 6 months with transaction history
 - Support Letter signed by sponsor.
 - Government of 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 (\$1635)

*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
- \$370 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

Mail to:

Mail:

USPS

USCIS

P.O. Box 660166

Dallas, TX 75266

or

UPS, express mail and courier deliveries:

USCIS

ATTN: I-539

2501 S. State Highway 121 Business

Suite 400

Lewisville, TX 75067

Online: <https://www.uscis.gov/i539online> (Eligibility requirements – Review)

Available Sessions: Each cycle is 7 weeks long. To maximize your language immersion, we require our students to enroll in a minimum of **two cycles**. Please see the schedules below:

[Intensive English Program – Morning](#)

Monday- Friday/8:30 am – 12:30 pm

The cost of one cycle is \$1,820.00

2024

Cycle 1: January 8 – February 23, 2024

Cycle 2: February 26 – April 12, 2024

Cycle 3: April 15 – May 31, 2024

Cycle 4: June 3 – July 19, 2024

Cycle 5: July 22 – September 6, 2024

Cycle 6: September 9 – October 25, 2024

Cycle 7: October 28 – December 13, 2024

2025

Cycle 1: January 6 – February 21, 2025

Cycle 2: March 13 – April 11, 2025

Cycle 3: April 14 -- May 30, 2025

Cycle 4: June 2 – July 18, 2025

Cycle 5: July 21 – September 5, 2025

Cycle 6: September 8 – October 24, 2025

Cycle 7: October 27 – December 12, 2025