

Change of Status from B Visa to F-1 Visa

Nonimmigrants with a B1 or B2 Visitor visa may apply for a change of status to an F-1 Student visa in order to take classes in the United States. **You are not allowed to take classes until the change of status application has been approved.** If you are traveling outside the U.S., you can do the change of status on re-entry if you take the I-20 with you and obtain an F-1 visa in your passport then you can enter the U.S. as an F-1 student.

Basic steps for change of status to F-1 visa.

To request a change of status to F-1 while inside the US, you will need to schedule an appointment with the PDSO/DSO to review your case. You must be "in status" at the time you request the change to F-1. **You also must remain "in status" the entire time your Change of Status application is pending with USCIS.** If the B visitor's status will lapse before 30 days prior to his or her academic program start date, you will have to file a separate Form I-539, with a separate fee, for an extension of B status.*

Before the appointment, please do the following:

1. Choose a program of study- at PCC F-1 international students are eligible to study for an Associate in Arts, Associate in Science, or an Associate in Engineering.
2. [Apply at Pitt Community College.](#) If you are a current PCC student, you should complete all parts of the packet except the admissions application, including submitting TOEFL scores.
3. Once you are admitted, PCC will process your admission application and issue your I-20.
4. Schedule appointment with the Office of PCC Global and bring all of the items on the [List of USCIS items needed when applying for Change of Status.](#)
5. The PDSO/DSO form PCC will review the complete application and provide mailing instructions.*

**Please note that all students wanting to complete a change of status application are advised to speak with an immigration attorney as well to be advised on the process for their specific case.*

Checklist of PCC items needed with admissions application if seeking change of status:

- I-20 Request Form**
This document will allow your PCC to issue you an I-20. Please complete the I-20 Request form and turn it in with your application packet. The SEVIS Transfer Request form will be sent to you with your acceptance letter. This needs to be completed after you have received an acceptance letter from PCC (will be last document completed).
- Affidavit of Financial Support**
This document will have to be completed by you or a sponsor and then notarized. You will also have to provide a letter from your bank or personal bank statements showing you have the necessary amount of funds to support the student.
- FERPA Release Form (Optional)**
In the United States, federal law prohibits our representatives from speaking to anyone other than you (the student) regarding your academic record. Once you have been admitted to PCC, we are only allowed to discuss your education with you. If you would like to give us permission to speak to someone else regarding your academic record, plans, etc, please complete this form and include it as a part of your application package.
- Academic Affidavit**
Signed statement by the student recognizing they understand the academic responsibilities of an F-1 student at Pitt Community College.

List of USCIS items needed when applying for Change of Status

- I-539 Form**
Use this form to file the application for change of status. You must create a user account on the ELIS website (www.USCIS.GOV/USCIS-ELIS) before you can access this form. PCC Global recommends you do not submit your request electronically. PCC Global can give you the form if necessary.
- I-539 Fee**
Check or money order made payable to "U.S. Department of Homeland Security" for \$370.00
- SEVIS Fee Receipt**
www.fmjfee.com You must pay the \$350 SEVIS fee and include a copy of the receipt with your I-539 application packet.
- Visa, Passport, and I-94**
PCC must make copies for the applicants file and you will include a copy of these for the change of status application.
- I-20**
PCC Global will provide you with the I-20 to include in your I-539 packet.
- I-134 Form**
Affidavit of support to be completed by the student's sponsor. The purpose is to file a promise with USCIS to support a visa applicant entering the United States and that the visa applicant will not become a public charge. A separate affidavit must be filed by the sponsor for each person.
- Original Bank Statement**
Please bring a copy of your bank statement and a copy of those who will support you financially. You must be able to show \$26,154 in financial support.
- Convincing Letter**
A letter to the Federal Government on why the applicant wants to be a student in the United States.
- Questionnaire**
Answers to the questions must be written or typed out on a separate piece of paper.
- DS-158 Form**
Student contact and work history form should be completed if applicable.