GENERAL INFORMATION

Non-immigrants may apply for admission to CSUN; however, their visa status may prevent them from pursuing a full course load. Applicants who wish to study full-time at CSUN may apply for a change of status to F1 student status. CSUN assists students with this process once they have been officially admitted to the university and have met the eligibility requirements—see below.

ELEGIBILITY REQUIREMENTS

To be eligible for a change of status (COS) to F1, the prospective applicant needs to be a CSUN student or have been admitted to a program at CSUN for the upcoming semester.

Please note-- Non-immigrants in the following visa categories are not eligible for a change of status while remaining in the U.S.: M-1, C, D, K, and S nonimmigrants, J-1 physicians admitted to receive graduate medical education or training, J nonimmigrants subject to the 212(e) 2-year foreign residence requirement, aliens admitted as visitors under 8 C.F.R. § 212.1(e), WT and WB visitors admitted under the Visa Waiver Program.

PROCEDURE

A change of status can be obtained through one of the following options:

- **OPTION A: Travel and Re-enter the U.S. with an Initial Attendance I-20**

  This option requires the student to request an Initial Attendance I-20 from CSUN and travel outside the U.S., apply for an F1 visa at a U.S. Embassy in their home country, and re-enter the U.S. in time for the start of the semester.

  **Instructions for Initial Attendance Form I-20 Issuance**

  If the semester has already begun, the Initial Attendance I-20 will be issued for the next available semester at CSUN. Students cannot re-enter the U.S. until 30 days prior to the start date printed on the I-20. Please arrange travel plans accordingly.

  If this is going to be your first semester at CSUN, which means that you have not taken any classes at CSUN, the Office of Admission and Records will issue you the Initial Attendance I-20. Please contact your International admissions advisor for additional guidance on the issuance of your I-20.

  If you are a continuing student, which means you are and have been taking classes towards a degree program at CSUN, then the International & Exchange Student Center (IESC) will issue you the Initial Attendance I-20.

  **Required Documents for Initial I-20 issuance**

  Please submit the following documents to a FSA for initial I-20 issuance:

  **STEP 1:** Meet with Foreign Student Advisor (FSA) at the IESC to review and discuss your immigration status.

  Submit the signed acknowledgement to FSA—see page 3 for acknowledgement.

  **STEP 2:** Submit the following documents to a FSA for I-20 issuance:

  - Copy of Bank Statement verifying the funds from the Affidavit of Financial Support
  - Copy of your passport (must be valid at least 6 months into the future)
  - Student’s letter of explanation. Please state clearly and concisely, the reasons why you would like to change your status to F1. Please type your letter and include your full name, CSUN ID number, the date, and your signature.

  Please allow 3 weeks to review your documents and issue the Initial Attendance I-20.

  **STEP 3:** Meet with your FSA to pick-up your Initial Attendance I-20.

**Very Important Note:** Once you become an F1 student, you will be required to have adequate health insurance as mandated by the CSU Chancellor’s Office. You may purchase an international student health insurance policy at [www.csuhealthlink.com](http://www.csuhealthlink.com). Once you purchase your insurance policy online, the IESC will automatically receive proof of coverage from the health insurance provider and your foreign hold will be removed.

If you already have health insurance that you wish to submit for review, please scan and email your proof of insurance to insurance@csun.edu. Please include your first name, last name, and CSUN ID number in the subject line of the email. This is the only way you may submit your proof of health insurance.
SEVIS I-901 Fee
After you receive your Initial Attendance I-20, you must pay the SEVIS I-901 fee. Information on the SEVIS I-901 fee is available at www.fmjfee.com/i901fee. Please print 2 copies of the payment receipt: one for your records, and one for the visa interview.

Applying for the F1 (International Student) Visa Stamp
A Visa is a stamp or sticker placed in your passport at a U.S. consulate or embassy outside the U.S. A visa is only a permit to enter the United States. Students must have a valid F1 visa and CSUN I-20 for their re-entry to the U.S. Information on F1 visa applications and U.S. embassies is available at www.travel.state.gov. Please verify F1 visa application requirements, processing times and other information specific to your individual case with the U.S. Embassy in your home country.

 OPTION B- Change of Status Application by Mail
Students may choose to remain in the U.S. and apply for a change of visa status to F1 if eligible—refer to page 1 for eligibility restrictions. Upon verification of enrollment in or acceptance to an academic program at CSUN, IESC will issue the student a Change of Status FORM I-20. All change of status applications are subject to approval by USCIS. USCIS may take 2-4 months to adjudicate your application. It is important that you submit your application in a timely manner, especially if your current visa status does not permit you to study in the U.S. Student is expected to remain in the U.S. until the decision of the change of status application has been made.

Please note: A change of status is not a visa. You will have to obtain an F-1 visa stamp in your passport the next time you leave the U.S and plan to re-enter in legal student status.

All correspondence is done via mail. Please ensure that complete, accurate information is submitted for review.

Instructions for the Change of Status FORM I-20 Issuance
STEP 1: Meet with FSA at IESC to review and discuss your immigration status.
Submit signed acknowledgement to FSA-see page 3 for acknowledgement.

STEP 2: Submit the following documents to your FSA for the issuance of a Change of Status FORM I-20:
☐ Copy of Affidavit of Financial Support available online at http://www.csun.edu/sites/default/files/affidavit.pdf
☐ Copy of Bank Statement verifying the funds from the Affidavit of Financial Support
☐ Copy of the completed form I-539 form. The I-539 can be downloaded from www.uscis.gov
☐ Student’s letter of explanation. Please state clearly and concisely, the reasons why you want to change your status to F1. Please type your letter and include your full name, CSUN ID number, the date, and your signature.
☐ Proof of current legal status:
  ☐ Copy of visa that was used to enter the U.S.
  ☐ Copy of I-94 (front and back of card)
  ☐ Copy of your passport (must be valid at least 6 months into the future)
  If on dependent visa, photocopies of primary visa holder’s legal status) such as:
    ☐ Copy of I-94; and
    ☐ Copy of I-797, DS-2019 (if applicable) showing exemption from the two-year home country physical presence requirement), or I-20
  ☐ Copy of I-94’s for any dependents who will be changing status with you
☐ Copy of online immigration advisement Moodle course Certificate. Submit all the relevant documents to complete the Mandatory F1 check-in for new F1 student.

Please allow 3 weeks to review your documents and issue the Change of Status FORM I-20.

STEP 3: Please bring the following documents to IESC for review by a FSA prior to mailing to the appropriate USCIS Lockbox Facility. Your FSA will give you a letter of explanation for the COS application, put your application packet together, and give you mailing instructions.

☐ Copy of Admission Letter to CSUN (for newly admitted students ONLY)
☐ Official transcripts from CSUN (for continuing students ONLY)
☐ Provide proof of SEVIS fee payment. Your FSA will give you your SEVIS number. You will need a credit card to pay the SEVIS I-901 fee. For more information and online payment options, visit www.fmjfee.com
☐ Original letter of explanation with your signature
☐ Original I-539 Form
☐ I-539 Application Fee: Check or Money Order for $290
      o Payable to the “Department of Homeland Security”
      o Write your SEVIS ID# and “for COS” in memo section of the check.
Very Important Note:

- Once you become an F1 student, you will be required to have adequate health insurance as mandated by the CSU Chancellor’s Office. You may purchase an international student health insurance policy at www.csuhealthlink.com. Once you purchase your insurance policy online, the IESC will automatically receive proof of coverage from the health insurance provider and your foreign hold will be removed.

- B-2 or F-2 applicants applying for a change of status MUST wait until USCIS approves and awards F-1 status before attending California State University, Northridge. Other eligible non-immigrants may begin attendance prior to receiving F-1 status. Please check with your Foreign Student Advisor at IESC.

Please note:

- Student is not eligible for F1 benefits until his/her status has been corrected.
- Consulting with an immigration attorney of your choice is recommended.
- Student must contact the office of Admissions and records regarding the effective date of their non-resident tuition fee.
- IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC. If a student is submitting an application to the United States Citizenship and Immigration Services (USCIS), a check payable to “Department of Homeland Security” will accompany the student's application.

IESC/FSA CONTACT INFORMATION

Please contact IESC at (818) 677-3053 or email a Foreign Student Advisor (FSA) for questions and/or clarifications.

<table>
<thead>
<tr>
<th>College</th>
<th>FSA</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering &amp; Computer Science</td>
<td>Brenda Acosta</td>
<td><a href="mailto:brenda.acosta@csun.edu">brenda.acosta@csun.edu</a></td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>Cynthia Alvarez</td>
<td><a href="mailto:cynthia.alvarez@csun.edu">cynthia.alvarez@csun.edu</a></td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences, Humanities, Education</td>
<td>Cindy Cruz</td>
<td><a href="mailto:cindy.cruz@csun.edu">cindy.cruz@csun.edu</a></td>
</tr>
<tr>
<td>Arts, Media, &amp; Communication, Science &amp; Mathematics, Health &amp; Human Development</td>
<td>Rebecca Spector</td>
<td><a href="mailto:rebecca.spector@csun.edu">rebecca.spector@csun.edu</a></td>
</tr>
</tbody>
</table>

For processing times please visit: http://www.csun.edu/international/current-students-forms. Processing times may vary during peak times. For additional information, please contact us at (818) 677-3053.
International and Exchange Student Center
Change of Status to F-1

STUDENT ACKNOWLEDGEMENT
I have read and I understand the above information on Change of Status provided by the International and Exchange Student Center (IESC) at California State University, Northridge.

I choose to apply for my Change of Status to F1 by (check one):

☐ OPTION A- Travel and Re-entry to the U.S. with an Initial Attendance I-20 and F1 visa.
☐ OPTION B- Online Change of Status Application by Mail.
☐ I have an immigration attorney and will process my COS application with the attorney's assistance.
☐ I have not made my decision today. I will inform my FSA by _____/_____/__________.

Last Name: __________________________ First Name: ________________________________
CSUN ID: ____________________________
U.S. Address: ________________________________________________________________
          (Street) (Apt#) (City) (State) (Zip)
Phone: (______) ______________________ Primary Email: ______________________________
Signature:________________________________________ Date: ____________________________

FOR IESC USE ONLY

☐ Verified current U.S. Address
☐ Same major / ☐ changed major to: ____________________________
☐ Verified major in PS / SEVIS / Master Roster match
☐ Verified unofficial transcript in PS
☐ Verified grad check filed (if applicable)
☐ Eligible to enroll in classes for the following semester
☐ No other negative service indicators in PS
☐ Passport valid 6 months into future (expires __________)
  _____ needs passport renewal
  _____ passport renewal copy received ___________
☐ I-20 valid (expires __________)
☐ Updated financials in RTI
☐ Adjusted program end date in RTI (if necessary)
☐ Print I-20 and SEVIS BIO
☐ Update Master SPRDSHT
☐ Update Student Summary Sheet

(FSA Name): __________________________ Today’s Date: ____________________________