

## Los Angeles Harbor College International Student Program

# CHANGE OF STATUS INFORMATION

### Los Angeles Harbor College Admission

- Submit the CCCApply application: **\*\*Create an account and complete the application\*\***
- Complete admission packet
  - International Student Application
  - Affidavit Of Support
  - Permission To Release Information
  - Emergency Contact Form
  - Proof Of Funds \$23,000.00USD
  - One Original Passport Photo Size
  - Copy Of Valid Passport
  - Copy Of Visa
  - Copy Of I-94
- Pay the Non-refundable \$50.00 USD International Student Application fee using student portal or in person.
- Meet with the International Student Program Counselor to create an **educational plan** to achieve your goals.
- All students on an F-1 Visa are required to enroll in **12 units**.

### United States Citizenship and Immigration Services

- Mail completed Form I-539 ( Application to Change/Extend Nonimmigrant Visa)
- Form I-20
- Form I-94
- Copy of visa
- Copy of passport
- Financial documents
- Form I-539 Filing Fee (to U.S. Department of Homeland Security)

**Note: You may not depart the U.S. for any reason while Form I-539 is pending. Exiting the U.S. will cancel the reinstatement petition.**

### Approval/Decline of Change of Status

- If denied you must:
  - ◇ Immediately depart U.S.
  - ◇ Immediately abandon classes
  - ◇ Pay fees for classes you will not complete.

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## CHANGE OF STATUS PROCESS

### STEP 1

Obtain CHANGE OF STATUS **I-20** and **acceptance letter** from LAHC International Student Program

### STEP 2

Review Form I-539 instructions and gather the following documents

- ◇ Form I-20
- ◇ Form I-94
- ◇ Copy of visa
- ◇ Copy of passport
- ◇ Financial documents
- ◇ Form I-539 Filing Fee ( to U.S. Department of Homeland Security)

### STEP 3

Mail Form I-539 and supporting documents in an envelope addressed to current Service Lockbox Filing Locations. We recommend you also review the “Form Filing Tips”.

### STEP 4

You can expect the following letter responses:

- ◇ Receipt of application
- ◇ Request for Evidence (RFE)
- ◇ Approval/Decline letter

**Note: Follow RFE request, failure to reply may result in immediate DECLINE of your application.**

#### **Current J1 Visa Holders:**

You may begin classes, even if your CHANGE OF STATUS is pending when semesters begins.

#### **Current B1 Visa Holders:**

You may NOT begin classes if your CHANGE OF STATUS is pending OR if your current visa type does not allow you to enroll in classes. You will need to speak with the international advisor before the semester begins to discuss your options.