



INTERNATIONAL LANGUAGE INSTITUTE

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INFORMATION FOR CHANGE OF STATUS APPLICANTS

To enroll at ILI before changing status:

- Submit an application: <https://ilidc.com/esl/enroll/> and pay the \$100 application fee.

To apply for your change your status:

1. Fill out the I-539 Form: <https://www.uscis.gov/i-539>
2. Submit either your bank statement or your sponsor's bank statement showing at least \$2000 for each month of study to cover your estimated expenses. The statement should be recent (no older than 3 months) and needs to include the account holder's name, the currency and balance.
3. If you have a sponsor, submit one of the following:
 - If your sponsor is a citizen or permanent resident of the United States, he or she will need to complete an affidavit of support which can be found at: <http://www.uscis.gov/files/form/i-134.pdf>
 - If your sponsor does not live in the United States, he or she must write a letter saying that they are your sponsor (we have a sample on our website).
4. Draft a letter explaining the reason for changing your status. You must also state that after you have completed your studies, you will return to your home country.
5. Provide a copy of the following: your passport picture page, your visa and your original I-94. If you were on a J-1 visa, please provide a copy of your J-1 visa/J-1 stamp in your passport and your DS-2019.
6. Once we have received all the documents and reviewed the application, we will issue the I-20 form.
7. If you want ILI to submit the application for you by mail:
 - Make out a check or money order in the amount of **\$470 (by mail)** to: **"U.S. Department of Homeland Security"**
 - Pay the \$350 SEVIS fee (payable to ILI)
 - Pay the \$35 FedEx Express Mail Fee for your application to be sent to USCIS (payable to ILI).
8. **If you submit the application yourself online (instructions are located here: <https://www.uscis.gov/5stepstofile>), then the fee is reduced to \$420 and you avoid the \$35 FedEx fee. Please make sure to upload all the supporting documents listed above.**
9. The USCIS will send you a receipt notice (form I-797) within 2-3 weeks of application submission. On this form is a receipt number, which you can use to track the progress of your application. Please email ILI a copy of this form.

You may request a meeting with our Director if you need assistance.