

MILLIGAN

B1/B2 to F-1 Change of Nonimmigrant Status

BEFORE YOU RECEIVE YOUR MILLIGAN COLLEGE I-20

- You must be accepted for Admission by the degree program you wish to study at Milligan. Admission procedures can be found here:
 - Undergraduates: www.milligan.edu/apply
 - Graduate: <https://www.milligan.edu/gps/>
 - Emmanuel Christian Seminary: <https://ecs.milligan.edu/admission/>
- The U.S. Immigration and Naturalization Service requires that international students show proof that adequate financial resources are available to meet educational and living expenses. Therefore you must prepay your fall OR spring semester balance to Milligan College by contacting Deidre Greeley in Student Financial Services at DRGreeley@milligan.edu, or via phone 423-461-8706. This must be done before we issue the I-20.
- You must submit a notarized Affidavit of Support with the required financial documentation. A signature of a bank official may substitute for a notary.
- You must submit a copy of your valid passport
- You must submit a copy of your current I-20 or proof of visa status

AFTER YOU RECEIVE YOUR MILLIGAN COLLEGE I-20

- Pay SEVIS/ I-901 fee at <https://fmjfee.com/>
- **Seek a “change of status” using one of the options listed below. Please be mindful of the time needed for each option**
- Submit Enrollment Confirmation & Housing Information Form.
- Submit Vaccination Records including Tuberculosis Skin Test.

OPTIONS FOR CHANGING TO F-1 STATUS

Obtain your I-20 from the Milligan College Admissions Office from admissions counselor.

Choose one option to obtain F-1 status: "Travel and Reentry" or "Change Status in the U.S."

Option 1: Travel and Reentry

Travel to your home country and apply for the F-1 visa at the local [U.S. Embassy or Consulate](#). You can enter the U.S. with your I-20 and F-1 visa no earlier than 30 days before the I-20 start date.

Option 2: Change of Status in the U.S.

Submit your change of status application to [United States Citizenship and Immigration Services](#) (USCIS). Mail a paper application to the USCIS Lockbox.

Required documents:

- Form I-539
- \$290 fee: check or money order payable to "U.S. Department of Homeland Security"
- Original I-94 card or photocopy of admission stamp and paper printout of I-94 record
- Photocopy of the visa page and identification page in your passport
- Photocopy of your previous I-20 listing you as the dependent of your F-1 spouse or parent
- Photocopy of your spouse's or parent's I-20 and I-94 card (front and back)
- Photocopy of the signed I-20 issued in your name by the school you plan to attend; Milligan College Admissions will issue your I-20
- Evidence of financial support
- Detailed letter requesting and explaining the need to change status
- Photocopy of proof of payment of SEVIS fee

For full instructions, mailing address, and the form please visit <https://www.uscis.gov/i-539>

****PLEASE NOTE THE SPECIAL INSTRUCTIONS FOR B-1/B-2 visa holders who wish to take classes:**

<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/special-instructions-b-1b-2-visitors-who-want-enroll-school>

Notes

USCIS regulations prohibit beginning a full course of study until the change of status to F-1 is approved. F-1 status cannot begin earlier than 30 days before the start date on your I-20. **You should submit your application at least three months in advance, and you must be able to maintain your current B-1/B-2 status until 30 days before the I-20 start date.** If your tourist status will expire prior to 30 days before your I-20 start date, your application will most likely be denied. Even though you are allowed to stay in the U.S. while the application is pending, if your application is likely to be denied, it will be better for you to travel, obtain an F-1 visa abroad, and reenter the U.S. in F-1 status.

AFTER YOU ARRIVE AT MILLIGAN COLLEGE

- Attend registration & Check-in
- Attend International Students Luncheon (Date & Time to be communicated via email)
- Get student ID made at IT Department at McMahan Student Center
- Check-in with Sue Skidmore at the Registrar's Office located in Derthick Hall, Room 103C. For this meeting remember to bring the following documents
 - passport with F-1 visa
 - I-94 "Arrival/Departure" card
- Useful information on maintaining your status can be found here
<https://studyinthestates.dhs.gov/maintaining-your-status>