



Office Use Only: Date Received: _____ Date Completed: _____
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Change of Status Form

Please be sure to complete this form and provide the required supporting documents to the International Affairs Department at intlservices@westcliff.edu and Student Services at studentservices@westcliff.edu. As a reminder, F-1 students are required to report any changes (including visa status changes) to the Designated School Official within 10 days so as not to negatively affect your immigration status.

What kind of evidence do I need to provide?

The International Affairs Department will need to see an official approval letter/document from U.S. Department of Homeland Security or United States Citizenship and Immigration Status (USCIS) stating that your status has changed. If you do not provide sufficient evidence of your change of status (I-797A Notice of Action, Permanent Resident Card, etc.), then you must maintain your F-1 status by attending classes until your 'Change of Status' has been officially approved by the U.S. government entities listed above and reflected on your immigration status.

What happens to my SEVIS I-20 record?

In general, when your 'change of status' goes into effect, your SEVIS record is automatically terminated for 'Change of Status' approved. However, there are cases where your I-20 record is still in 'active' F-1 status. This means that your I-20 record has not yet indicated your new status change. In this case, the university will need to formally request a correction request from SEVIS and submit evidence of your status change. As indicated above, you will need to submit evidence of your change of status approval notice/evidence to the International Affairs Department in order to open up a correction request ticket. Once SEVIS approves the documents, they will automatically terminate your I-20 record under 'Change of Status Approved' reason.

What happens to my enrollment at school?

Please be sure to check the USCIS website to confirm if you can continue your enrollment at Westcliff University. For nonimmigrant visas, you can check [ICE's Nonimmigrants: Who Can Study? Chart](#) for more information. Please contact your Student Service Advisor or the International Affairs Department to look into your options.

First Name _____ Last Name _____ Middle Initial _____	
Student I.D. _____ SEVIS ID#: N00 _____	
Major: <input type="checkbox"/> DBA <input type="checkbox"/> MBA <input type="checkbox"/> MA TESOL <input type="checkbox"/> BBA <input type="checkbox"/> BAEd <input type="checkbox"/> Other: _____	
Which visa/legal status did you change to?	_____
What date will/did your new visa/legal status go into effect?	(MM/DD/YYYY): _____/_____/_____
What type of document did you receive to indicate your change of status approval?	_____
*Please submit the approval notice/letter/document indicating change of status.	

By signing this form, I confirm that my 'Change of Status' is valid and that my F-1 status is/will be changed to a different legal status. I have read the rules and regulations regarding my 'Change of Status.'

Student Signature: _____ **Date:** ____ / ____ / ____