



Miami: International Student Office/PDSO | Email: international-students@albizu.edu | Phone: (+1) 305-593-1223, ext. 3244

Sample Change of Status Letter

STUDENT INSTRUCTIONS: Below is an example of the type of letter you may wish to send to the United States Citizenship and Immigration Services (USCIS) when you submit your Form I-539 to request a change from your current immigration status to F-1 student status. Note that the letter below is a sample only. Your letter should be specific to your situation and include any additional information you believe is important to your request. Call or email the Albizu University International Student Office if you have any questions.

[Date]

[USCIS address—*Note that USCIS has many offices across the United States. Send your Form I-539 and this letter to the address specified in the Form I-539 instructions.*]

Dear Sir/Madam:

I am submitting this letter in support of my application for a change of status from [type of visa you currently have] to F-1 student status. I originally entered the United States in order to [state the reason for your initial entry]. Now, I have been offered the opportunity to study for my [degree or diploma program, including level and field of study] at Albizu University starting with the [Spring, Summer, or Fall] [year] semester.

I can assure you that I have not worked illegally at any time since my arrival in the United States. I can also assure you that I will maintain my status as a full-time student if you approve my request. Thank you in advance for your consideration of my application to change to F-1 student status.

Sincerely,

[Your signature]

[Your name (printed)]

[Your U.S. address]