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Use the text below for creating your own Change of Status Letter. Replace text within the brackets “**[ ]**” with your own information.

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**[Name]**

**[Street address]**

**[Apt. #]**

**[City, State, Zip]**

**[Date]**

**[USCIS Mailing Address]**

Request for Change of Status from **[current status, F-2, B-2, etc.]** to F-1, effective on **[I-20 Program Start Date].**

Dear U.S. Department of Homeland Security Official:

I am currently in the U.S. in **[current status]** status and request permission to change to F-1 student status.

I originally entered the United States on a **[current status]** visa in order to **[provide a reason here]**. I decided to apply for admission to Columbia University **[New York City]** in **[month, year]** and was admitted to a full-time program of study in **[month, year]**.

I intend to enroll full-time and maintain my full-time status as I complete my **[Bachelor’s, Master’s, Doctorate]** degree in **[major].**

After I have completed my studies in the United States, I plan to return to **[home country]**. With my degree, **[explain how your course of study will help you after you return to your home country, e.g. I will be able to gain secure employment in my home country]**.

Please find my I-539 application, I-20, I-94, and other supporting materials along with this letter.

Thank you for your time and consideration of my application.

Sincerely,

**[Signature]  
[Name]**