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## CHANGING STATUS BY RE-ENTRY TO THE U.S.

### ISSC Application Checklist

The following two pages will help you prepare for changing your visa status to F-1 or F-2 by leaving and re-entering the U.S. This is advised in cases where a change of status inside the U.S. would not be likely or permitted.

**Please Note:** Receiving a dismissal from the University for any reason may make you ineligible for change of status through UMass Dartmouth. Please consult with the ISSC before proceeding.

- Set up an appointment with the [International Student & Scholar Center](#). A staff member will review all your documents and help determine the best course of action.
- To prepare for your appointment, complete an ISSC Application Form (page 2) and assemble two sets of the documents listed below: one for travel and one for your ISSC file. The links on the right-hand side of the web page have more detailed information by visa class about additional documents required for a change of status to F-1 and F-2, in addition to the steps outlined below.
  - If necessary, you may be asked to complete a [Program Extension Form](#).
  - Original financial documents, including sponsor statement, if your funding includes a sponsor. Please use the Declaration of Finances form found on the [ISSC website](#). Please note that you will need **new notarized support letters** if you have a financial sponsor. Financial statements older than six months will not be accepted. You will need enough money for the semester you re-enter up to one year, or up to the date you and your adviser determine is the new end date for the I-20 if this period is less than a year. Your funding should include tuition, fees, and health insurance for your remaining period of study plus living expenses of \$1000 per month for that period. If you have dependents in the U.S., you will need extra money for them for the remaining period; we estimate \$500/month for a spouse, \$250/month for each child.
  - A copy of the biographical pages of your most recent passport (valid for at least 6 months into the future), visa, and I-94 record. When you leave the U.S. you will turn in your current I-94 record and receive a new one on re-entry.
  - A new I-20 will be created at the ISSC pending a satisfactory review of your documents.
  - You will have to pay the SEVIS fee. You may find further information at the following web page: <http://www.ice.gov/sevis/i901/faq3.htm>.
  - If your entry visa has expired, you will need to make an appointment with a consulate outside the U.S. and should arrange to pay the SEVIS fee at least three days before your consular appointment, so that the fee payment can be seen in your SEVIS record. You should also review the [visa process at the consulate](#) that you plan to visit in case their process has changed.
  - We recommend that you carry the following documents with you while you travel; we will review this list at your ISSC appointment:
    - Letter of admission or official transcript showing enrollment in the semester of re-entry, or a certificate of enrollment
    - If you will be traveling during the semester, a letter from your department showing permission to travel home for an emergency and to complete assignments online while traveling
    - Letter from ISSC explaining your circumstances and supporting your re-entry and return (optional)
  - Please visit the ISSC when you return so we can update your SEVIS records and report your enrollment.

**CHANGING STATUS BY RE-ENTRY TO THE U.S.**  
**ISSC Application Form**

**General Information**

This form must be completed and submitted to the International Student & Scholar Center (ISSC) along with two sets of the documents outlined on the above **Change of Status Application Checklist**; one set is for travel and one is for your ISSC file. We will be glad to answer any questions you may have when you meet with us about your re-entry application.

At this time the UMass Dartmouth International Student & Scholar Center assists with change of status applications to F-1/F-2 for new or current UMass Dartmouth international students and their dependents. From time to time a current student may have a reason to change status from F-1 to a different visa category, and we will do our best to advise you. Please contact the ISSC ([INTL\\_Office@umassd.edu](mailto:INTL_Office@umassd.edu)).

The information below will help you prepare for a change of status to F-1 or F-2 by leaving the U.S. and re-entering in your new status. The links on the web page in the right-hand column have more detailed information by visa class about additional documents required for a change of status to F-1 and F-2, in addition to the steps outlined on the checklist (p. 1).

**Please Note:** Receiving a dismissal from the University for any reason may make you ineligible for change of status through UMass Dartmouth. Please consult with the ISSC before proceeding.

Family Name		Given Name		Middle Name	
UMass Student ID:			SEVIS ID #: (if any)		
UMass Email Address/Personal Email Address				Telephone Number:	
Date of Birth: mm/dd/yyyy	Current or Expected Major:	I-94#/Expiration Date on Current Non-Immigrant Paperwork			
Expected Graduation (Semester/Year)					
Local Address		City		State	Zip Code
Permanent Address					
City	Province	Postal Code	Country		
Do you have dependents in the U.S. who will undergo the application with you?		Yes		No	

I have fully and accurately completed the above application, have followed the Change of Status Application Checklist, and I understand the **regulations regarding change of status**. If I have any questions I will consult with an ISSC advisor.

Signature:	Date:
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