



CHANGE OF STATUS

CHECKLIST

- Application for Admission**
<https://www.ccom.edu/apply-online/>
- Home Country College Transcript**
Must be evaluated by a NACES-accredited credential evaluation agency
- \$200 Non-Refundable Change of Status Fee**
- Copy of Passport**
- Copy of Current Visa**
- Copy of I-94**
<https://i94.cbp.dhs.gov/I94/#/home>
- I-539 Application to Extend/Change Nonimmigrant Status**
*Student works on this with attorney.
File I-539 requesting extension of stay in the U.S. as a tourist, pending the response of the change of status.*
- Explanation Letter to DHS**
*Student works on this with attorney.
Letter must clearly explain: current status, plans to study at CCOM, and long-term plan to return home permanently after graduation.*
- G-1145, E-Notification of Application/Petition Acceptance**
<https://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>
- Financial Documents**
 - Bank statement or Bank letter with sufficient funds, dated within 6 months of the program start date (international banks require a stamp and signature from a bank)
 - Minimum balance: \$30,000 for Master of Acupuncture | \$33,000 for Master of Oriental Medicine
 - Student Financial Sponsor Form — CCOM provides this form
- \$350 SEVIS Fee paid to SEVIS**
<https://fmjfee.com/>
- I-539 Fees with USCIS**
\$420 online filing fee | \$470 paper filing fee

APPLICATION PROCESS

- 1** Submit all documents listed in the checklist
- 2** Pay all required processing fees
- 3** Acceptance letter issued
- 4** Work with attorney to complete I-539 and Explanation Letter to DHS (include I-539A for dependents, if applicable)
- 5** Once packet is complete, I-20 and Acceptance Letter are issued
- 6** Pay SEVIS Fee; file Change of Status paperwork and pay fees with attorney
- 7** Notify CCOM immediately upon receiving Change of Status approval (provide CSI copy of I-797A)
- 8** Enroll, pay tuition and fees

If Applicable

- For Each Dependent**
 - Passport / Visa
 - I-94
 - Birth / Marriage Certificate
 - I-539A
 - Additional \$4,000 must be shown in the bank statement for each dependent

Note: It is the student's responsibility to file another I-539 requesting extension of stay in the U.S. as a tourist while awaiting the change of status response, if needed.

All Documents Must be in English or Have Signed Translations

CCOM.EDU | 312-368-0900
EFFECTIVE: 04/18/2026