



INTERNATIONAL STUDENT SERVICES

I-539 Application for Change of Status

We need several documents to complete your admission file in order to do the change of status:

- 1) An application. Go on-line to www.park.edu. Click on "Apply Now." Proceed by setting up an account, and then complete the application. After completing the application, be sure to "submit" it.
- 2) Your transcripts. Keep in mind that we can conditionally admit you without official transcripts or a TOEFL score.
- 3) A bank statement and an Affidavit of Support, if you are being supported by someone else. You must submit documentation of your ability to support yourself or be supported, if you have a sponsor, for 9 months in the United States. Our I-20's list \$20,460 as an estimated cost for living expenses and tuition, with tuition only being \$10,140 (15 credit hours a semester) of the total for an undergraduate.

After we have all of your admission documents, then we can begin your **Change of Status process**. Do the following:

- 4) Get an I-539, Application to Extend/Change Nonimmigrant status. You can go to <http://www.uscis.gov/files/form/i-539.pdf> and download the form or pick one up from our office. If you download the application, please fill in our address on the application (not yours) so that we can better serve you:
Box 3
8700 NW River Park Drive
Parkville, Missouri 64152
- 5) Fill it out carefully, answering all of the questions.
- 6) In addition, you will need to explain in a letter, why/how you want to change your status.
- 7) When you are done with your application, you will need to bring it to us or mail it if you are out of state with the following:
 - a) Your original I-94 card.
 - b) A copy of your passport and VISA and any other INS documents;
 - c) \$300 check or money order made out to DHS.

Once we have received everything,

- 8) We will complete your admission and issue an I-20, which you will need to sign.
- 9) You will also need to go on-line to <https://www.fmjfee.com> to pay your \$200 I-901 fee. ***Print the receipt and give it back with your signed I-20.**

As soon as you have submitted an application and/or any of the required paperwork, please follow up with us by e-mail, phone or in person. Thank you for choosing Park University and our services. We look forward to working with you during the Admission and Change of Status process.

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