



# Change of Status Request

Individuals intending to change to F-1/J-1

(Individuals intending to change to F-2/J-2, use Dependent Request Form)

Revised: 11/22/2017

## PART I: Student Information (To be completed by the F-1/J-1 student.)

Family/Surname: \_\_\_\_\_ Given: \_\_\_\_\_ WisclD: 90 \_\_\_\_\_

Email: \_\_\_\_\_ Major(s): \_\_\_\_\_ Current Visa Type: \_\_\_\_\_

Current I-94 Admit Until Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ OR  D/S Passport Expiration: \_\_\_\_/\_\_\_\_/\_\_\_\_  
M M / D D / Y Y M M / D D / Y Y

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_  
M M / D D / Y Y

Intended Student Classification:  Undergrad  Masters (Coursework Only)  Masters (Thesis/Comp. Exam Required)  Ph.D.  
 Professional  VISP (Undergraduate)  VISP (Graduate)  ESL  Exchange Student (Undergrad)  Exchange Student (Grad)

## PART II: Change of Status Details (To be completed by the F-1/J-1 student and applicant.)

1. Request change of status to (choose only one option):

- F-1  J-1

2. Change of status option (choose only one option):

- Request change of status from USCIS (option 1)  
 Travel/Re-entry to change status (option 2) ➔ Date of departure from U.S.: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of return: \_\_\_\_/\_\_\_\_/\_\_\_\_  
M M / D D / Y Y M M / D D / Y Y

3. Attach copies of the following documents:

- Passport  Current I-94 ([www.cbp.gov/i94](http://www.cbp.gov/i94))  Student Center Mailing (U.S.) & Permanent (non-U.S.) address printout  
 Admission letter (if new admit) OR  Enrollment verification (if previously enrolled in current status)

I understand that it is ultimately my responsibility as an F-1/J-1 visa holder to maintain lawful status, including the maintenance of health insurance for myself and any dependents.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART III: Academic Verification (To be completed by the admissions, academic, graduate, or faculty advisor.)

Thank you in advance for your assistance in providing International Student Services with the above-mentioned student's academic information so that we may accurately assess the student's academic and immigration records.

1. Semester for which a change of education level is requested (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_  
2. Date student is expected to complete all degree requirements/deposit thesis/dissertation (MM/DD/YY): \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that the academic information indicated above is correct.

Advisor Name: \_\_\_\_\_ Advisor Title: \_\_\_\_\_

Advisor Email: \_\_\_\_\_@wisc.edu Advisor Phone: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## PART IV: Verification of Financial Support Documentation (To be completed by the student.)

ISS is required by the U.S. government to verify a student's demonstration of sufficient financial support for the student (tuition and living expenses) and any dependent(s) (living expenses and insurance). Thus, you must attach financial documentation equal to or exceeding the minimum amount of expenses, as calculated on the next page. Financial documentation must be dated within the past year. Acceptable financial documentation must show proof of liquid assets, such as bank statements or scholarship letters or a combination of these.

**Continued ➔**



# Change of Status Request

Individuals intending to change to F-1/J-1 or F-2/J-2 status

(Individuals intending to change to F-2/J-2, use Dependent Request Form)

Revised 11/22/2017

## STEP 1: Tuition

Below are the most common classifications for degree-seeking students. Please refer to the [Registrar's Office Tuition & Fees](#) page for a full list of degree categories and the most up-to-date tuition rates per semester. Figures are based on full-time enrollment and include segregated and international services fees. To pro-rate tuition for less than full-time enrollment, a Reduced Course Load form must be attached.

Student Classification	Tuition/Semester
Undergraduate	\$17,992
Bachelor's in Business Administration	\$18,492
Undergraduate Engineering	\$18,692
Graduate	\$12,757
Dissertator	\$2,380
Business Masters	\$18,388
Law School (JD)	\$20,696
Combined Grad/Law (LLM-LI, LLM, SJD)	\$16,727

## STEP 2: Living Expenses

Estimated living expenses are calculated annually by UW and include room and board, books, and incidentals. F-1 students must show expenses for the requested period of validity of the I-20 or one year, whichever is less. J-1 students must show expenses for the requested period of validity of the DS-2019.

Per Month	\$1,588
Per Year (12 months)	\$19,051

## STEP 3: Health Insurance

All students are required to have health insurance. SHIP rates vary depending on the age of the student. Monthly rates are shown below for your ease in calculation. SHIP does not bill monthly. Rates and coverage dates are posted [online](#).

Age of Student	Cost/Month	Cost/Year
25 or younger	\$116	\$1,392
26 or older	\$173	\$2,076

## STEP 4: Dependent Expenses

If you have a spouse or child under the age of 21 (or step-child under the age of 18) on an F-2 or J-2 dependent visa, additional living expenses and health insurance are required. Expenses shown are per month. Rates and coverage dates are posted [online](#).

Monthly Living Expenses	Health Insurance/Month (Student 25 or younger)	Health Insurance /Month (Student 26 or older)
Spouse Only	\$479	\$260
Child Only	\$654	\$228
More than one dependent per dependent	\$469	\$598

## STEP 5: Calculate Total

Based on your student classification and the time of validity of your I-20/DS-2019, calculate the total amount to be shown.

**Tuition** \$ \_\_\_\_\_

**Living Expenses** \$ \_\_\_\_\_

**Health Insurance** \$ \_\_\_\_\_

**Dependent Expenses**

I do not have an F-2/J-2 dependent

I do have F-2/J-2 dependent(s)

    \_\_ Spouse      \_\_ Child(ren)

**Dependent Living Expenses** \$ \_\_\_\_\_

**Dependent Health Insurance** \$ \_\_\_\_\_

**Total Expenses\*** \$ \_\_\_\_\_

## STEP 6: Attach Proof of Funding

Financial documentation must date within the past year. Acceptable financial documentation must show proof of liquid assets, such as bank statements, scholarship letters or current assistantship/fellowship letters demonstrating continued support into the future, or a combination of these showing at least the minimum amount calculated. Amounts should be listed in U.S. dollars. (Use [www.xe.com](#) for conversions.) Proof of funding must equal or exceed the total expenses calculated in Step 5.

**Personal or family funds:**

Account holder name: \_\_\_\_\_

Relation to student: \_\_\_\_\_

Balance: \$ \_\_\_\_\_ Date: \_\_\_\_\_

**Assistantship, fellowship, scholarship:**

Dates of appointment/coverage: \_\_\_\_\_

Stipend: \$ \_\_\_\_\_ per \_\_\_\_\_

Appointment percentage: \_\_\_\_\_%

\*Estimate for SEVIS reporting only. An accurate bill will appear in your Student Center at the beginning of each semester of enrollment.