

# ALBERT CAREER SCHOOL

## I-539 Change of Status Application Checklist

Current Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
Current VISA expiration: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_  
# of dependents: \_\_\_\_\_

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Procedure: The following policy is for prospective students that have requested ACS to complete their Change of Status for them.

### ***DOCUMENTS REQUIRED FROM STUDENT***

#### **Albert Forms**

- \_\_\_ School Application Form
- \_\_\_ Change of Status Addendum
- \_\_\_ Applicant Acknowledgement for Change of Status
- \_\_\_ Enrollment Agreement
- \_\_\_ Student Roles & Responsibilities

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#### **Financial Documents** (all documents must be translated into English)

##### Student Sponsor

- \_\_\_ 3 months bank statements showing minimum \$13,000 or  
Letter from bank stating date account was opened and the amount in the account.

##### Friend/Family Sponsor

- \_\_\_ Sponsor must complete Form I-134 to send to USCIS.  
This form changes routinely so give student the URL so they can print it out.  
They should refer to the instructions on how to complete  
<https://www.uscis.gov/i-134>  
If Sponsor indicates that funds will be for specific reason (room & board) then additional funding must be shown for tuition. Best if \$0 is specifically designated.  
Sponsor must include the following documents:

- \_\_\_ Employed

- \_\_\_ Statement from Bank identifying the following details:  
Date acct opened, total deposit last year, present balance
- \_\_\_ Statement from employer on Business stationary:  
Date & nature of employment, salary paid, position temp or permanent

- \_\_\_ Self Employed

- \_\_\_ Copy of Last US Federal Income tax return filed
- \_\_\_ List containing serial # and denomination of bonds & name of record owner

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#### **Student Documents:**

- \_\_\_ VISA (student & dependents)
- \_\_\_ Passport (student & dependents)
- \_\_\_ I-94 (student & dependents)
- \_\_\_ Letter stating why they came to US on 1 VISA type and want to switch to a different one.
- \_\_\_ Optional – Sometimes USCIS asks for proof that they have a home address in their country. (Utility bill, rental agreement, letter from family that they live with them).

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#### Money Paid

\$ _____	Prepaid Tuition
\$ _____	Fees
\$ _____	<b>TOTAL</b>