**Change of Status Application Checklist**

**DECIDE WHICH CAMPUS YOU WILL ATTEND:**
(Note: not all degree and training programs are offered on all campuses. See List of SJC Programs by campus.)

| --- | --- | --- |

☐ **APPLICATION**
To apply to San Jacinto College, please go to [www.ApplyTexas.org](http://www.ApplyTexas.org).
An account and profile must be setup before submitting an application. When asked to submit Social Security numbers please leave it blank.”

☐ **OFFICIAL TRANSCRIPTS**
Submit the Official Transcript(s) from all U.S. institutions attended, and all foreign transcripts/credentials at the university level. **If you have only attended a language program at a U.S. institution, then submit all foreign transcript/credentials, at the High school level and/or University level, with your evaluations.**

☐ **FOREIGN TRANSCRIPT/CREDENTIAL EVALUATION**
Submit a Foreign transcripts/credentials Evaluation. Use any of the Accepted Evaluation Companies from the link on our website - [http://www.sanjac.edu/sites/default/files/117/Evaluation%20Services%202013.pdf](http://www.sanjac.edu/sites/default/files/117/Evaluation%20Services%202013.pdf)
You will have to contact these companies’ websites for their application and fee information.

☐ **ENGLISH LANGUAGE PROFICIENCY**
Submit an English Language Proficiency Score. Acceptable tests are: TOEFL, IELTS, and COMPASS ESL.

You may be admitted in the **ESOL Program** with a minimum score of:

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>450 (Paper-Based Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>Band 4 range</td>
</tr>
<tr>
<td>Compass ESL</td>
<td>64 (Reading); 64 (Grammar/Writing); 64 (Listening)</td>
</tr>
</tbody>
</table>

You may be admitted to an **Academic Program** with a minimum score of:

<table>
<thead>
<tr>
<th>TOEFL</th>
<th>525 (PAPER-BASED TEST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>Band 6 range</td>
</tr>
<tr>
<td>Compass ESL</td>
<td>96 (Reading); 96 (Grammar/Writing); 96 (Listening)</td>
</tr>
</tbody>
</table>

Revised 11.13.14
If outside of the U.S., submit an Official TOEFL score. **Our TOEFL I.D. for: South Campus is 6730; North Campus is 6729; Central Campus is 6694**

If inside the U.S., students may take the **COMPASS ESL** exam at San Jacinto Community College District. A minimum score of 96 on the Reading & Listening sections & a 96 on the Grammar/Writing section will allow a student to be admitted into the academic program with additional placement testing. A minimum score of 64 in at least one section will allow the student to be admitted into the ESOL program.

**OR**

**EXEMPTIONS** from the English Language Proficiency Requirement due to:

Two years attendance and graduation from U.S. High School and/or successful completion of college level English from an accredited U.S. college or university

The following countries are exempt from proofing English Language Proficiency Requirements:

Australia, The Bahamas, Belize, Bermuda, Botswana, Cameroon, Cayman Islands, English speaking Canadian provinces, The Fiji Islands, Gambia, Ghana, Guyana, Jamaica, Kenya, Liberia, Malta, Nauru, Nigeria, New Zealand, Sierra Leone, Solomon Islands, South Africa, Sri Lanka, Tanzania, Tobago Trinidad, United Kingdom, The Virgin Islands, the West Indies, Zambia, and Zimbabwe.

**FINANCIAL DOCUMENTATION**

The U.S. Government and San Jacinto College District want to make sure your education won’t be interrupted by lack of finances, so we require proof that you have at least **$20,000 U.S. dollars** of financial support annually. This is the estimated educational and living expenses for one year at San Jacinto College.

If you’re bringing family, provide proof of an additional **$5,000** for your first dependent and **$2,500** for each additional dependent.

Based on your sponsor’s status, provide us the following:

**If your sponsor(s) is/are U.S. Citizens or Permanent Residents**

Show proof of this financial support by completing the required form and provide one (1) additional piece of documentation:

- The most recent three (3) months of bank statements on official bank letterhead from sponsor(s);
- or a letter from Employer on company letterhead signed by your supervisor, stating annual income;
- or most recent U.S. Income Tax Return statement.

**For Non-U.S Citizens**

Show proof of this financial support by completing the required form and providing one (1) additional piece of documentation: (All financial information must be provided in U.S. dollars or attach a currency rate of exchange)

- **Notarized Letter of Financial Backing** form
- The most recent three (3) months of bank statements on official bank letterhead from sponsor(s); or
A statement on bank letterhead and signed by a bank official that certifies the sponsor’s name, date the account was opened, average balance, and affirmation that deposits have been made over the last year; or
A letter from Employer on company letterhead signed by your supervisor, stating annual income that certifies the sponsor’s name, date of hire, permanent or temporary status, job description, and salary.

☐ SJC APPLICATION FOR AN I-20  This application must be thoroughly completed or it will delay processing of the I-20 needed for status change.

☐ F-1 MEMORANDUM OF UNDERSTANDING  Please read carefully and write your initials at each statement.

☐ Additional documents needed by Visa type
  ○ B1/B2-F1: Provide Copy of Primary’s Passport, Visa, I-94
  ○ F2 – F1: Provide copy of Primary’s Passport, Visa, I-94 & I-20
  ○ L2 – F1: Provide copy of Primary’s Passport, Visa, & I-94
  ○ F1 – F2 Dependent: Provide copy of Primary’s Passport, Visa, I-94 & I-20 AND Proof of family relationship
  ○ E2 – F1: Provide copy of Primary’s Passport, Visa, & I-94 AND Evidence of relationship
  ○ H4 – F1: Provide copy of Primary’s Passport, Visa, I-94 and form I-129 AND Evidence of relationship

Please turn in all forms to the enrollment services office at the campus below you will attend:

<table>
<thead>
<tr>
<th>San Jacinto College Central Enrollment Services International Admissions</th>
<th>San Jacinto College North Enrollment Services International Admissions</th>
<th>San Jacinto College South Enrollment Services International Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8060 Spencer Highway</td>
<td>5800 Uvalde Road</td>
<td>13735 Beamer Road</td>
</tr>
<tr>
<td>Pasadena, TX 77505</td>
<td>Houston, TX 77049</td>
<td>Houston, TX 77089</td>
</tr>
<tr>
<td>Phone: 281-998-6150 ext. 1044</td>
<td>Phone: 281-998-6150 ext. 2329</td>
<td>Phone: 281-998-6150 ext. 3762</td>
</tr>
<tr>
<td>Fax: 281-478-3611</td>
<td>Fax: 281-459-7125</td>
<td>Fax: 281-669-4717</td>
</tr>
</tbody>
</table>

When ALL the required documents have been submitted, received, and processed by Enrollment Services an I-20 will be prepared by the International Student Services Counselor, and an appointment will scheduled to further discuss the Change of Status process.

It is highly recommended to seek the advice of an immigration attorney for any Change of Status Application.
I-901 FORM & SEVIS FEE MONEY ORDER

After the I-20 has been printed, go to the website www.fmjfee.com with your SEVIS ID# from the I-20
- Fill out the I-901 Form
- Submit the online form
- Submit the $200 SEVIS Fee

NOTE: The following Visa Categories are eligible to apply for status change electronically:
B1/B2, F2, M1 & M2.

Submit I-539 FORM in ELIS this USCIS link

Change of Status Students are required to upload the following supporting documents into ELIS System with USCIS:

Change of status letter
Student needs to submit a letter explaining why you are requesting a change of status. If needed, please include any documents as evidence of eligibility for new status. (Example: marriage certificate)

Change of Status filing fee US$290 (Credit card or electronic check ONLY)

Passport & visa information
Submit a copy of the following documents to ELIS and San Jacinto College:
- The first page of the Passport showing student’s correct name, date of birth and expiration date of passport. Passport must show at least 6 months validity.
- The VISA page from the passport.
- The original I-94 card.
- All dependent(s) documents, if any. (Including copy of passport, Visa, I-94, I-20, I-129, & Proof of relationship – Depending on the initial VISA type)

If you are not eligible to apply electronically, Mail All Documents to the USCIS:

USCIS Vermont Service Center
Attn: I-539
75 Lower Welden Street
St. Albans, VT 05479