



MIDWESTERN CAREER COLLEGE

Phone: 312.236.9000 Fax: 312.277.1007
Email: info@MCcollege.edu www.MCcollege.edu

☐ Chicago (Main Campus)
Tel: 312.236.9000
20 N. Wacker Dr., Suite 3800
Chicago, IL 60606

☐ Naperville
Tel: 630.536.8679
200 E. 5th Ave., Suite 128
Naperville, IL 60563

☐ Blue Island
Tel: 708.926.9470
12840 S. Western Ave.
Blue Island, IL 60406



Application Process for Change of Status

1. Schedule a one on one meeting with an admissions counselor to guide you through the admissions process
2. Submit an [application form](#) on our website
3. Prepare all the required materials needed for admissions (see below)
4. Pay the application processing fee of \$200 by credit card or check/ money order made payable to Midwestern Career College
5. Sign the Enrollment Agreement
6. Midwestern Career College will then issue an I-20 (Certificate of Eligibility for F-1 Status) and an acceptance letter
7. Submit your change of status application along with required documents to USCIS
8. Wait to hear back from USCIS and then submit the response letter to Midwestern Career College
9. Take the MCC Accuplacer placement test
10. Plan to attend the orientation and first day of class

Required Document Checklist: Change of Status

For Midwestern Career College:

In order to issue an I-20 (Certificate of Eligibility for F-1 Status) and an acceptance letter we require the following items:

1. Completed [application form](#) from Midwestern Career College (online)
2. A personal explanation letter stating the reasons why you would like to change your status, as well as the reasons why your extended stay would be temporary, including what arrangements you have made to depart from the United States and any effect the extended stay may have on your foreign employment or residency
3. Supporting documents (if applicable)
4. Copy of valid passport with I-94 arrival confirmation form
5. Copy of USCIS approvals if any (such as previous change of status approval letter)
6. Copy of high school diploma or college transcripts translated into English or [ECE](#) / [WES](#) evaluation report
7. An original bank statement showing a minimum balance of \$11,400 for ESL or \$31,000.00 for healthcare programs (must be signed and stamped by bank if a non U.S. bank)
 - If you will be financially supported by US citizen or resident, submit an [Affidavit of Support \(Form I-134\)](#) from a bank, parent, guardian, sponsor, or government agency and their original most recent bank statement. Make sure that the Affidavit of Support shows the funds that cover your tuition, cost of living, and at least \$3,000 for each dependent who is listed on the I-20.
 - If someone outside of the US will financially support you, submit signed and notarized support letter and his or her original most recent bank statement. Make sure that it shows the funds that cover your tuition, cost of living, and at least \$3,000 for each dependent who is listed on the I-20.
8. MCC Application fee of \$200.00 (non-refundable)
9. **After I-20 is Issued:** Receipt of SEVIS fees paid: \$200.00 at www.fmjfee.com

Submitted to USCIS for Change of Status:

1. Change of Status Application ([Form I-539](#))
2. Money Order of \$290 made payable to **U.S. Department of Homeland Security**
3. Original I-94 arrival confirmation form
4. Personal explanation letter
5. Supporting documents with English translations (if applicable)
6. Receipt of SEVIS fees paid: \$200.00 at www.fmjfee.com

See [USCIS Instructions for Application to Extend/ Change Nonimmigrant Status](#) for further information
Sending Application – Check here to confirm address: <https://www.uscis.gov/i-539-addresses>

U.S. Postal Service:

*USCIS ATTN: I-539
P.O. Box 660166
Dallas, TX 75266*

USPS Express Mail/Courier:

*USCIS ATTN: I-539
2501 S. State Highway 121 Business
Suite 400, Lewisville, TX 75067*