

CHANGE OF STATUS (COS) AGREEMENT

This agreement outlines the terms and conditions under which the Intensive English Center (IEC) at Tennessee State University will assist with the issuance of documents related to your Change of Status (COS) application to F-1 student status.

Financial Requirements

Initial Payment

An initial payment of **\$2,680.00** is required before the IEC begins processing your Change of Status request. This payment will be applied toward your first session tuition if you enroll in the IEC program. This amount is refundable only if your Change of Status application is denied by USCIS.

Required Government Fees [Application to Extend/Change Nonimmigrant Status | USCIS](#)

Students are also responsible for the following mandatory immigration fees:

- I-901 SEVIS Fee: **\$350.00**. Fees will be paid to [uscis.gov](#) [I-901 SEVIS Fee | ICE](#)
- USCIS Form I-539 Fee: **\$420.00**. Fees will be paid to [uscis.gov](#) [Application to Extend/Change Nonimmigrant Status | USCIS](#)
- USCIS Premium Processing Fee (required by IEC): **\$300.00**.
- Within **5 business days** after receiving your Form I-20, you must submit proof of payment (receipts) for all required USCIS and SEVIS fees. Failure to submit the required receipts within the deadline may result in the cancellation of your I-20. If a student's **visa application is denied**, the \$300.00 initial payment **may be refunded upon written request**, provided that official documentation of the visa denial is submitted.

Financial Verification Requirements

To receive a Form, I-20, students must provide official bank statements showing a minimum balance of **\$16,080.00**. This can be in no more than 3 bank statements. Additional financial support documentation is required for dependents:

Spouse: additional **\$5,000.00**. Each dependent child: additional **\$2,500.00**

Bank statements must be current and demonstrate sufficient financial support for educational and living expenses.

Cancellation and Refund Policy

- If USCIS denies your Change of Status application, you will receive a full refund of the initial payment (\$2,680.00) and any tuition paid to IEC.
- If you receive your I-20 but fail to submit the required payment receipts within 6 business days, your I-20 may be canceled. In this case, 75% of the initial payment will be refunded. If you decide to cancel your application after the I-20 has been issued, partial refunds may apply according to IEC policies.

Student Responsibilities

By signing this agreement, you acknowledge that:

- You are solely responsible for completing and submitting your Change of Status application to USCIS.
- You are responsible for maintaining your current immigration status while your application is pending.
- You must comply with all deadlines and document requirements outlined in this agreement.
- IEC cannot guarantee approval of your Change of Status application by USCIS.

Acknowledgment and Agreement

By signing below, you confirm that you have read, understood, and agreed to the terms and conditions stated in this agreement.

Signature: _____

Date: _____

Printed Name: _____

Receipt Submission Deadline: _____

FOR OFFICIAL USE ONLY

Received By: _____

Tuition Payment Receipt: _____

Submission Date: _____