



## Change of Status Application Checklist

### 1. Change of Status I-20 Application

#### 2. Proof of Financial Resources

- Official bank letter in English that verifies the ability to cover the cost of attendance.
  - Dated within **30 days**
  - **Bank statements, tax returns or letters of employment are NOT accepted.**
- Financial Sponsor Affidavit
- Financial Resources and Requirements Form

#### Estimated cost per year

- Student: **\$28,5000**
- Spouse and children: **\$5,000** (each person)

### 3. Official Academic Record

- **U.S. high school, college or university, and foreign transcript evaluations** must be sent to: [sac-transcripts@alamo.edu](mailto:sac-transcripts@alamo.edu)
- All foreign transcripts must be evaluated and translated (if not in English) by a **NACES** member.
- **NACES** website: [www.naces.org](http://www.naces.org)
  - U.S. transcripts or foreign transcript evaluations sent by applicants **will not be accepted.**

### 4. Passport Copy

- Submit copy of valid passport

### 5. Photograph

- Attach a current photograph to your I-20 Application.

### 6. Statement of Understanding

- Carefully read and sign the F-1 Visa Rules & Regulations Form included in the application.

### 7. \$100.00 (non-refundable)

#### Application Fee

- To pay, go to: [I-20 Application Fee](#)
  - **Select:** ACD International Services
  - **Select:** International Application Fee
  - **Submit** copy of receipt

### 8. Additional Required Documents

- Copy of current visa
- Copy of current I-94
  - To print I-94, go to: [Electronic I-94 \(air travel\)](#)
- Copy of DS-2019 (**J-1 visa holders only**)

### 9. Dependents (if applicable)

The following are required for dependents:

- Copy of current visa
- Copy of passport
- Copy of I-94
- Copy of DS-2019 (**J-2 visa holders only**)

### 10. Submit ApplyTexas Application

- Go to: [www.applytexas.org](http://www.applytexas.org)
  - For assistance with ApplyTexas contact the [San Antonio College Admissions](#)

### English Proficiency Requirement

- TOEFL, IELTS or other language exams are not required
- Applicants will be given the Michigan exam
- The Michigan exam results will determine if ESL classes are needed

### Application Deadline:

All required documents must be submitted **60 days BEFORE** your current status expires.

- Applications received after this timeframe will not be reviewed and
  - **SAC ISO will be unable to issue a Change of Status I-20.**

### Application Submission:

- **Electronically** in **PDF** format to the International Student Office:  
[sac-iso@alamo.edu](mailto:sac-iso@alamo.edu)
- **By Mail:**  
San Antonio College  
International Student Office - Box 700  
1819 N. Main Ave.  
San Antonio, Texas 78212



## Current Visa Information

Current Visa Status:

What type of visa do you currently hold? \_\_\_\_\_

Expiration Date of Visa Status: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**B-1/B-2** Holders: When does your six-month stay expire? (check I-94) \_\_\_\_\_

**Other Visa** holders (J-1, H-4, etc.): When does your current status expire? \_\_\_\_\_

## I-20 Delivery

- Electronically to applicant email (**PDF format only**)
- Express mail DHL or FedEx (**delivery fee paid by applicant**)
- Mail I-20 to applicant or representative (**U.S. address only. Does not include tracking**)

**IMPORTANT:** In accordance with U.S. immigration regulations, I-20s must be sent directly to the applicant. They cannot be issued to third-party agents or agencies.

## Representative Information (if applicable)

I \_\_\_\_\_ authorize the person named below to assist with me with my I-20 application.  
(Applicant name)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country/Territory: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

## Emergency Contact Information

*(Name of a family member in your home country)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country/Territory: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

I certify the information on this application is true and correct. I understand any false or misleading information could result in the cancellation of my San Antonio College I-20 application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**NOTE: Receipt of the Form I-20 does not guarantee F-1 visa issuance or USCIS approval for change of status**

# Dependent Form

San Antonio College – F-2 Dependent Information Form

This form is required if dependents (spouse and/or minor children) will be included in the change of status application. **If there are more than 3 dependents, please print additional copies of this page.**

## DEPENDENT - 1

Surname (Last Name): \_\_\_\_\_ Given Name (First Name): \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
DD MM YYYY

Passport Number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YYYY

Relationship to Student:  Spouse  Child Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

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## DEPENDENT - 2

Surname (Last Name): \_\_\_\_\_ Given Name (First Name): \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
DD MM YYYY

Passport Number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YYYY

Relationship to Student:  Child Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

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## DEPENDENT - 3

Surname (Last Name): \_\_\_\_\_ Given Name (First Name): \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
DD MM YYYY

Passport Number: \_\_\_\_\_ Passport Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
DD MM YYYY

Relationship to Student:  Child Country of Birth: \_\_\_\_\_

City of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

# Financial Resources and Requirements Form

This form must be completed to verify the student has sufficient financial support for study at San Antonio College.

## Estimated Cost of Attendance (Per Year)

* Tuition & Fees	\$7,972.00
Books & Supplies	\$500.00
Living Expenses (Housing, Food, Utilities)	\$14,250.00
Miscellaneous Expenses (Transportation, Personal Costs, etc.)	\$5,778.00
<b>Total Estimated Cost (Student Only)</b>	<b>\$28,500</b>
<b>Additional Amount Required for Each Dependent</b>	<b>\$5,000</b>

\* Tuition and fees are calculated based on 12 credit hours per semester (Fall & Spring). This amount does not include special tuition rates that may apply.

## Sources of Funding (Check all that apply)

- Personal Funds** (Submit an official bank letter – **bank statements are not accepted**. Sample bank letter available upon request.)
- Family/Sponsor Funds**
- **Name of Sponsor:** \_\_\_\_\_
  - **Relationship to Applicant:** \_\_\_\_\_
  - Submit an official bank letter – name must match the financial document. **bank statements are not accepted**. Sample bank letter available upon request.
- Government/Scholarship** (Attach official funding letter)

## Certification of Financial Responsibility

I certify that the financial information provided on this form is true, accurate, and complete. I understand that as an F-1 student, I (or my sponsor) must have sufficient funds to cover tuition, fees, living expenses, and any applicable dependent costs for the duration of my studies at San Antonio College.

Additionally, I confirm that I (or my sponsor) will have adequate funds for travel to and from the United States. I acknowledge that failure to maintain sufficient financial support may impact my F-1 status.

By signing below, I confirm that I have read and understand the financial requirements outlined in this form.

\_\_\_\_\_  
Student's Name (Printed Name)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Sponsor Affidavit of Financial Support

This form must be completed and signed by the individual or organization providing financial support to the student.

## Student Information

Student's Full Name: \_\_\_\_\_

## Sponsor Information

Sponsor's Full Name: \_\_\_\_\_

Relationship to Student:  Parent  Relative  Friend  Other: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_

Sponsor Phone Number: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Country: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## Sponsor's Citizenship & Residency Status

Sponsor's Citizenship (Select One):

- I am a U.S. citizen or Lawful Permanent Resident **(This form must be notarized)**  
 I am NOT a U.S. citizen or Lawful Permanent Resident

## Financial Commitment & Certification Statement

I certify that I am financially responsible for supporting the above-named student and any dependents listed on their I-20 during their studies at San Antonio College. I confirm that I have adequate funds to cover the students' tuition, fees, living expenses, and other necessary costs, as well as the required financial support for each dependent.

Additionally, I acknowledge that I have sufficient financial resources for the student and their dependents to travel to and from the United States as needed.

I affirm the contents of this Affidavit signed by me along with the attached documentation are true and correct.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

**If the sponsor is a U.S. citizen or Lawful Permanent Resident this form must be notarized**

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_ of 20\_\_\_\_ in \_\_\_\_\_, County.

\_\_\_\_\_  
Notary Public



## F-1 Student Rules and Regulations

By signing this document, I agree to comply with the following F-1 visa regulations and SAC ISO policies:

1. **Tuition and Payment**

I understand that my tuition and fees must be paid in full by the published payment deadline. Failure to pay on time will result in my courses being dropped for non-payment. Which may impact my F-1 status.

2. **Reporting Requirements**

I acknowledge that San Antonio College International Student Office is required to provide student enrollment and status updates to the Student and Exchange Visitor Program (SEVP). I understand that failure to maintain my enrollment or full-time status may result in the termination of my SEVIS record.

3. **Financial Responsibility**

I certify that San Antonio College is not responsible for any financial, health, or legal difficulties I may encounter while in the United States. I also understand that the college will not seek financial assistance on my behalf.

4. **Academic Standing**

I must pass my classes to make progress in my program. If I do not meet the required academic standards, my F-1 status could be at risk.

5. **Concurrent Enrollment**

I must have written approval from SAC ISO before enrolling in classes at another college, including other colleges within the Alamo Colleges District.

6. **Online Course Limitations**

I understand that only one 3-credit hour online course may be counted toward my full-time enrollment each semester. "Online" includes hybrid, Zoom, and fully online classes.

7. **Attendance Policy**

I understand that I must attend every class. I also understand that missing classes may result in being dropped, which could impact my F-1 visa status.

8. **Health Insurance Requirement**

I am required to maintain adequate health insurance coverage while studying in the U.S. and must provide verification of my health insurance policy every semester.

9. **Employment Restrictions**

Off-campus employment is not allowed without authorization from USCIS. On-campus employment requires approval from SAC ISO. Working without authorization will result in the termination of F-1 status.

10. **Academic Integrity**

I must follow San Antonio College's academic integrity policies, which do not allow cheating, plagiarism, or submitting false work. Violating these policies may result in disciplinary action and could impact my immigration status.

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Student Signature

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Date