

SAMPLE LETTER  
for a  
CHANGE of STATUS

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Date

United States Citizenship and Immigration Service  
ATTN: I-539  
2501 S. State Highway 121 Business  
Suite 400  
Lewisville, TX 75067

Dear Sir/Madam:

I am submitting this letter in application for a change of status from \_\_\_\_\_ to \_\_\_\_\_. Originally, I entered this country in order to \_\_\_\_\_ (accompany my spouse; tour the United States; as the son or daughter of someone on a G or other visa, or other reason). Now, I have been offered an opportunity to study for my \_\_\_\_\_ degree at Syracuse University's Department of \_\_\_\_\_.

I can assure you that I have not worked illegally at anytime since my arrival in this country. I can also assure you that I will maintain my status as a full-time student if you grant this request. Thank you, in advance for your consideration of this petition.

Sincerely,

Your signature  
Your name (printed)  
Your address