Date:

TO: USCIS

Re: Change of status request

Dear USCIS officer,

I , < Your First and Last Name> am writing to respectfully request to be approved for a change of status to F-1.

* Indicate your current status and why you are applying for change your status to student status while remaining in the U.S.
* Describe your plans to study at HCC. Show knowledge about your chosen program at HCC program and its duration.
* Indicate your long-term plans as well, how you will use this studies when you return in your home country. (Remember that F-1 Status is a non-immigrant status! It is not unusual for the USCIS to request documentation regarding your ties to your home country, and you should be prepared to provide such documentation.)
* Describe how you are going to finance your education at HCC. Indicate that you are providing supporting financial documents with your application.

Thank you for your kind consideration of my application,

Sincerely,

(your signature)