

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Engagement for Legal Services - Change of Status to F-1 Student Visa

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you in your application to change your nonimmigrant status to F-1 Student status with the U.S. Citizenship and Immigration Services (USCIS).

1. Scope of Services

Our legal services will include:

- Reviewing your current immigration documents and Form I-20 issued by [School Name].
- Preparing and filing Form I-539, Application to Extend/Change Nonimmigrant Status.
- Compiling supporting documentation regarding financial support and educational intent.
- Monitoring the status of the application and responding to routine inquiries from USCIS.

2. Legal Fees and Costs

The flat fee for these services is \$[Amount]. This fee does not include:

- USCIS Filing Fees (currently \$[Amount]).
- SEVIS I-901 Fee.
- Translation fees or courier charges.

3. Client Responsibilities

You agree to provide all requested documents promptly, ensure all information provided is truthful, and maintain your current legal status until the change of status is approved.

4. No Guarantee of Outcome

While we will exert our best efforts, we cannot guarantee that USCIS will approve the application.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Accepted and Agreed:

[Client Signature]

[Date]