

CHANGE OF STATUS (F)

****To apply for a change to F-1 status, submit the following documents to:***

For U.S. Postal Service:

USCIS
P.O. Box 660166
Dallas, TX 75266

For Express mail and courier deliveries:

USCIS
ATTN: I-539
2501 S. State Highway 121
Business Suite 400
Lewisville, TX 75067

Items must be submitted in the following order:

- I. Personal check or money order made payable to the Department of Homeland Security; fee - \$370.00
- II. Completed and signed form I-539 (available on-line at www.uscis.gov)
- III. Receipt for payment of the SEVIS fee; visit <http://www.fmjfee.com> to pay the fee and obtain a receipt
- IV Form I-20
- V. Proof of financial support for yourself and any dependents for the first year of study
- VI. Photocopy of the I-94 form for yourself and your dependents
- VII. Photocopy of your passport (include photo, expiration date and entry visa)
- VIII. Cover letter addressed to the U.S. Citizenship and Immigration Services (USCIS) requesting the change and explaining why the change is needed

This application can take three to eight months. If you are in a status in which you are not authorized to work (i.e. H-4), you may not be employed in any capacity until you receive notification from USCIS that your status has been changed. If you would like to change from B-1/B-2 status to F-1 or J-1, please be aware that this change is not often approved unless the B-1/B-2 visa bears the notation "prospective student." If you are in B-1/B-2 status, you are not permitted to enroll until you receive notification from USCIS that your status has been changed. If you are in F-2 status, you are not permitted to register full-time until you receive notification from USCIS that your status has been changed.

❖ **You do not have the privileges of student status (working on campus, applying for practical training, GA or TA positions, etc.) until the change of status is approved.**

A Note of Caution – Do not submit this application to the USCIS until it has been properly reviewed by an OISS Staff Member.

****To apply for change of status from F-1 to F-2 (dependent), these items must be submitted in the following order to the address given above.***

- I. Personal check or money order made payable to the Department of Homeland Security; fee - \$370.00
- II. Completed and signed form I-539 (available on-line at <http://www.uscis.gov>)
- III. New I-20
- IV. Proof of financial support
- V. Photocopy of your spouse's or parent's I-20
- VI. Photocopy of your previous I-20
- VII. Photocopy of the I-94 form for yourself and your spouse or parent
- VIII. Proof of family relationship to primary status holder (F-1), i.e. marriage certificate
- IX. Photocopies of your passport and that of the primary status holder (photo, expiration date, and entry visa)
- X. Cover letter addressed to USCIS requesting the change and explaining why the change is needed

A Note of Caution – Do not submit this application to USCIS until it has been properly reviewed by an OISS Staff Member.

YOU MAY CHECK THE STATUS OF YOUR APPLICATION ON-LINE AT www.uscis.gov