APPLICATION FOR CHANGE OF STATUS TO F-1
International Student Services Office
237 Kirby Student Center

You are responsible for mailing your application to the USCIS

To change from your current status to the F-1 status while remaining in the U.S., you must send the following documents to the US Immigration Service (USCIS).

- Your letter explain why you need a change of status
- Original Form I-20(sign & date page 1 before sending; send all pages)
- Form I-539*
- Photocopy of Form I-94 (both sides, do not send original)
- Photocopy of Form I-94(s) of dependent(s), if applicable
- Photocopy of identity and validity pages of passport
- Documentation of funding in your name
- Copies of all previous DS-2019 or IAP-66 forms (if currently J-1 or J-2)
- Waiver of foreign residence requirement, if applicable (J-1 or J-2)
- Check or money order for the application fee made payable to “Department of Homeland Security” (no additional fee for dependents)
- Copy of SEVIS Fee Receipt (for SEVIS Fee information, visit www.fmjfee.com)

** Note that the SEVIS fee is in addition to the change of status application fee

Please photocopy your application before submitting it to USCIS.

Fees and mailing address: Go to the USCIS website www.uscis.gov for the most up to date information on fees and mailing address of where to send your I-539 application. The instructions include information for requesting a change of status from many visa categories. Unless the categories listed pertain to your situation, send your application to the address listed with the category labeled “All Other I-539’s” in the box.

International Student Services (ISS) Office recommends that you send your application by certified or registered mail. USCIS will send a receipt to you that will be required if you or ISSS need to make an inquiry about your application. Inquires can be made by touch-tone telephone with the receipt number by calling the National Customer Service Center at 1(800) 375-5283. You can also check immigration processing times on-line at www.uscis.gov.

IMPORTANT!!
REPORT TO ISS AS SOON AS YOUR F-1 STATUS HAS BEEN APPROVED!!

Once you receive the approval notice from USCIS, you will officially be in F-1 status effective as of the approval date. You must report to ISS that you are now officially in F-1 status. Failure to do so can negatively affect your SEVIS record. Please bring your Approval Notice as soon as possible to the ISS office in 237 Kirby Student Center. We will photocopy your documents to update your record.

❖ Instructions for completing I-539 can be downloaded from the USCIS website at (go to “FORMS”): http://www.uscis.gov/portal/site/uscis