Change of Status (COS) applicants must have a valid immigration status at the time of submitting their COS application. The following documents are required for a COS application to the U.S. Citizenship and Immigration Services (USCIS).

**USCIS Application Packet Checklist:**

- USC I-20 indicating “Change of Status” issued by USC Office of Graduate Admissions (GA)
  - Complete and sign page 1 of the I-20
- I-94 Arrival/Departure Record Printout: [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)
- Form I-539
  - Form and instructions are available on the USCIS website: [https://www.uscis.gov/i-539](https://www.uscis.gov/i-539)
  - Must be typed, do not handwrite
  - Signature must be in blue ink
- $370 Check Payable To: U.S. Department of Homeland Security
  - Write your I-94 number and your date of birth on the front of the check in the memo section
- $200 SEVIS Fee Payment Receipt
  - SEVIS fee can be paid online at: [www.FMJfee.com](http://www.FMJfee.com)
  - This fee is required since you are changing your status to F-1
- Evidence of financial support that is no more than 6 months old
  - A bank statement from you or your family OR
  - An offer of a Teaching or Graduate Assistantship
- Letter requesting change of status to F-1
  - Explain why you did not apply for a student visa before you entered the U.S. and why your intentions have changed since entering the U.S.
  - You should include the dates you entered the U.S. and the date you were admitted to USC
- If current status is F-2 or H-4, proof of primary F-1 or H-1B status
- PHOTOCOPY of F-1 or H-1B visa in passport
- F-1 or H-1B I-94 Arrival/Departure Record Printout
- If current status is B-1/B-2 “Prospective Student,” copy of notation in passport is required
  - If there is no such notation, you must wait 30 to 45 days after your entry date to U.S. before you can file for a change of status with USCIS
- PHOTOCOPY of current status visa stamp
- PHOTOCOPY of passport page with the expiration date and photo

You can mail all of the above items by **certified mail** with return receipt requested to:

<table>
<thead>
<tr>
<th>USCIS Citizenship and Immigration Services</th>
<th>For Express mail and courier deliveries: USCIS - ATTN: I-539</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.O. BOX 660166</td>
<td>2501 S. State Highway 121 Business</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

**Keep a copy of all COS application documents.**