

Change of Status to F-1 Application Checklist

Revised
02/17

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>
- Form I-539
 - Form and instructions are available on the USCIS website: <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
 - 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:

USCIS Citizenship and Immigration Services 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
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****Keep a copy of all COS application documents.****