Change of Status to J-1 Application Checklist

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

Application Packet Checklist:

- **USC DS-2019**
  - Issued by the Office of International Services (or Graduate & International Admissions (GIA) for J-1 degree-seeking students)

- **I-94 Print Out**: https://i94.cbp.dhs.gov/I94/#/home

- **Form I-539**: https://www.uscis.gov/i-539
  - Must be typed, do not handwrite
  - Signatures must be in black 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 (copy of payment receipt required)**
  - SEVIS fee can be paid online at: www.FMJfee.com
  - This fee is required since you are changing your status to J-1

- **Evidence of financial support that is no more than 3 months old**
  - An offer letter from your sponsoring department
  - A bank statement from you or your family OR
  - A funding letter from your home institution/employer

- **Letter requesting change of status**
  - Explain why you did not apply for a J-1 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 when you expect to begin your research/study at USC.

- **PHOTOCOPY of current status visa stamp**

- **PHOTOCOPY of passport page with the expiration date and photo**

- **Proof of current status is needed (I-20 and photocopy of EAD card is required for F-1 students on OPT)**

You should mail all of the above items, by **certified mail**, 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 40</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
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**You should make and keep photocopies of all the documents before you mail them**