

CHANGE OF STATUS (COS) INSTRUCTIONS

B-1/B-2 TO F-1

You will need to submit the following documents, stapled together and in the exact order listed below to the United States Citizenship and Immigration Services:

1. Check for \$290 payable to Department of Homeland Security
2. Copy of receipt for \$200 [SEVIS I-901 Fee](#).
3. Form [I-539](#) completed
4. Print I 94 <https://i94.cbp.dhs.gov/i94/request.html>
5. Copy of your current F-1 I-20 signed
6. Proof of financial support
7. Copy of identification page in passport (i.e. photo, expiration date, birth date...)
8. Written statement explaining in detail: the reason for your request and why you did not apply for F-1 visa in your own country.
9. Copy of Acceptance Letter.

PREFERRED METHOD OF APPLYING FOR COS: Apply and submit all documents online through [USCIS ELIS](#).

MAIL IN OPTIONS: Make photocopies of all documents for your own records and send using one of the following options:

CERTIFIED MAIL, RETURN RECEIPT REQUESTED, to:

USCIS Dallas Lockbox
PO Box 660867
Dallas, TX 75266

or

UPS/EXPRESS MAIL to:

Attn: AOS, 2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067

Remember:

- This procedure just changes your status. If you travel outside the U.S. after your change of status has been approved, you will still need to apply for a F-1 visa stamp in your passport.
- Students are not allowed to register for classes before they receive the approval notice.