

## CHANGE OF STATUS (COS) INSTRUCTIONS

### B1/B2 TO J-2

**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. Copy of your J-2 DS-2019 signed and copy of J-1 Form DS-2019
5. Proof of finances from J-1
6. Copy of both sides of Form I-94 (B-1/B-2 and J-1)
7. Copy of the identification page in passport (i.e. photo, expiration date, birth date...) and visa stamp page
8. Copy of Marriage or Birth Certificate (with English translation, if necessary)
9. Written statement explaining in detail: the reason for your request; and why you did not apply for J-2 visa in your own country.

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**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

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**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 J-2 visa stamp in your passport.