

CHANGE OF STATUS (COS) INSTRUCTIONS

F-1 TO J-1

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

1. Check for \$290 payable to Department of Homeland Security
2. Copy of receipt for \$180 [SEVIS I 901 Fee](#).
3. Form [I-539](#) completed
4. Copy of J-1 DS-2019 signed
5. Proof of finances from J-1
6. Copy of I-94 <https://i94.cbp.dhs.gov/>
7. Copy of your current F-1 I-20, and EAD card (if applicable)
8. Copy of the identification page in passport (i.e. photo, expiration date, birth date...)

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 J-1 visa stamp in your passport.