

## CHANGE OF STATUS (COS) INSTRUCTIONS

### F-1 TO J-2

**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. Form [I-539](#) completed
3. Copy of your J-2 Form DS-2019 signed and copy of J-1 Form DS-2019
4. Proof of finances from J-1
5. Copy of both sides of Form I-94 (F-1 and J-1)
6. Copy of your current F-1 I-20, front and back of I-94, and EAD card. if applicable
7. Copy of the identification page in passport (i.e. photo, expiration date, birth date...)
8. Copy of Marriage or Birth Certificate (translated if necessary)

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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-1 visa stamp in your passport.