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)

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.

UPDATED 2/21/2013