

CHANGE OF STATUS (COS) INSTRUCTIONS

F-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. Form [I-539](#) completed
3. Copy of your new F-1 I-20, signed by you
4. Proof of funding to support amount on I-20
5. Copy of both sides of I-94 card for you and your spouse (or parent)
6. Copy of identification page in your passport (i.e. photo, expiration date, birth date...)
7. Copy of identification page in your spouse's (or parent's) passport (including a copy of F-1 visa stamp page)
8. Copy of your current F-2 dependent I-20.
9. Copy of receipt for \$200 [SEVIS I-901 Fee](#)
10. A letter from you explaining why you want to apply for a change of status.
11. Copy of your admission 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.
- **You MUST provide IPO with a copy of anything that you receive from USCIS, whether it is a request for additional information or the approval notice, showing that your status has been changed to F-1!**