

## CHANGE OF STATUS (COS) INSTRUCTIONS

# H-1 TO F-2

Submit the following documents, in the order listed below, to United States Citizenship and Immigration Services (USCIS):

1. Check for \$370 payable to "Department of Homeland Security"
2. Form I-539 completed ([www.uscis.gov/sites/default/files/files/form/i-539.pdf](http://www.uscis.gov/sites/default/files/files/form/i-539.pdf))
3. Copy of F-1 I-20 signed and copy of your F-2 I-20 signed by your F-1 primary
4. Proof of finances
5. Printed I-94 for H-1 and F-1 (<https://i94.cbp.dhs.gov/i94/#/home>)
6. Copy of your identification page in passport (i.e. photo, expiration date, birth date...)
7. Copy of I-797 approval notice for H-1B
8. Recent pay receipts proving H status
9. Copy of marriage or birth certificate
10. *Recommended:* A brief written statement explaining in detail the reason for your change of status request; and why you did not apply for an F-2 visa in your own country.

For the latest information on where to file your application, please see the USCIS website for further instructions: [www.uscis.gov/i-539](http://www.uscis.gov/i-539).

### Remember:

1. This procedure only changes your immigration status **inside the US**. A change of status does not provide you with a new visa stamp in your passport. Once approved you will still need a valid J-1 visa stamp for any future travel and re-entry to the US. US visas may only be obtained at a US consulate abroad.
2. You **may not** depart the US while your change of status application is pending. If you do, your application will be considered abandoned and canceled and no refund will be given.