

CHANGE OF STATUS (COS) INSTRUCTIONS

H-1 TO F-2

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 F-2 I-20 signed
4. Proof of finances
5. Copy of both sides of Form I-94
6. Copy of the identification page in passport (i.e. photo, expiration date, birth date...)
7. Copy of I-797 approval notice for H-1B
8. Copy of marriage or birth certificate

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-2 visa stamp in your passport.