

CHANGE OF STATUS (COS) INSTRUCTIONS

H-1 TO H-4

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 spouse's H-1 approval (Form I-797)
4. Proof of finances (Recent Letter of spouse's employment and/or pay stub)
5. Copy of both sides of Form I-94 of you and your spouse (or parent)
6. Copy of the identification page in passport (i.e. photo, expiration date, birth date...)
7. Copy of your I-797 approval notice for H-1B
8. Most recent copy of your last pay check
9. Copy of Marriage or Birth Certificate (translated if necessary)

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 H-4 visa stamp in your passport.