

CHANGE OF STATUS (COS) INSTRUCTIONS

H-1 TO H-4

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)
3. Copy of you and your spouse or parent's H-1 approval notice (Form I-797)
4. Proof of finances (you and your spouse or parent's recently issued employment letter and recent pay stub)
5. Print out of you and your parent or spouse's I-94 arrival record (<https://i94.cbp.dhs.gov/I94/#/home>)
6. Copies of your photo identification page in passport **and** H-1 visa stamp. **DO NOT SEND YOUR ORIGINAL PASSPORT.**
7. Copy of your most recently issued pay check
8. Copy of marriage certificate (for your spouse) or birth certificate (for dependent children under the age of 21). These documents must be officially translated to English, if necessary

For the latest information on where to file your application, please see the USCIS website for further instructions: 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 H-4 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.