CHANGE OF STATUS (COS) INSTRUCTIONS

H-1 TO J-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. Copy of receipt for $180 SEVIS I-901 Fee.
3. Form I-539 completed
4. Copy of your J-1 DS-2019 (formerly IAP-66) signed
5. Proof of finances
6. Copy of both sides of Form I-94
7. Copy of the identification page in passport (i.e. photo, expiration date, birth date...)
8. Copy of I-797 approval notice for H-1B

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 J-1 visa stamp in your passport.