

## 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

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**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

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**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.