

CHANGE OF STATUS INSTRUCTIONS

H-1B TO J-1

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 receipt for \$180 SEVIS I-901 Fee (www.fmjfee.com/)
4. Your original J-1 DS-2019 (signed & dated by you at bottom)
5. Print out of your I-94 arrival record (<https://i94.cbp.dhs.gov/i94/#/home>)
6. Copies of your passport photo identification page **and** H-1B visa stamp. **DO NOT SEND YOUR ORIGINAL PASSPORT.**
7. Copies of all previous I-797 H-1B approval forms from USCIS
8. Your past three months of salary paychecks (evidence of employment in H-1B status)
9. Proof of finances that supports the financial details on your new DS-2019 form
10. Copy of UMass acceptance or invitation letter
11. *Recommended:* A brief written statement explaining in detail the reason for your change of status request; and why you did not apply for a J-1 visa in your own country.

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 J-1 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.