CHANGE OF STATUS (COS) INSTRUCTIONS

H-4 TO F-2

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 F-1 I-20 signed and copy of your new F2 dependent’s I-20 signed
4. Proof of finances
5. Copy of both sides of Form I-94 for both F1 and H4 and H1
6. Copy of the identification page in passport for F1, H4, H1 (i.e. photo, expiration date, birth date)
7. Copy of I-797 approval notice for H-1B
8. Copy of marriage certificate.
9. Copy of birth certificate for dependent.
10. Copy of receipt of SEVIS fee for F1.

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 US after your change of status has been approved, you will still need to apply for an F-2 Visa stamp in your passport.

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