CHANGE OF STATUS (COS) INSTRUCTIONS
J-1 TO F-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. Form I-539 completed
3. Copy of receipt for $200 SEVIS I-901 Fee.
4. Copy of your I-20 signed
5. Proof of finances
6. Copy of J-1 Form I-94 (and those of any J-2 dependents changing to F-2)
7. Copy of current Form DS-2019
8. Copy of the identification page in passport (i.e., photo, expiration date, birth date...)
9. Copy of Acceptance Letter.

***If you were previously subject to the 2-yr. residency requirement, you will also need to submit proof that this requirement has been waived by the United States Information Agency (USIA).

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 F-1 visa stamp in your passport.