

## 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.