CHANGE OF STATUS (COS) INSTRUCTIONS

J-2 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 current J-2 DS-2019
5. Copy of your new F-1 I-20 Form, signed by you
6. Proof of funding to support amount on I-20
8. Copy of identification page in your passport (i.e. photo, expiration date, birth date...)
9. A letter from you explaining why you want to apply for a change of status.
10. Copy of your 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.