

Applying for a Change of Status From H-4 to F-1

TWO WAYS TO CHANGE STATUS:

1) Travel Outside the U.S.

- a. Obtain proper documentation for the new status
- b. Pay the \$200 SEVIS fee at www.fmjfee.com
- c. Travel outside the U.S.
- d. Apply for a visa at a U.S. Embassy or Consulate for the new classification
- e. Enter the U.S. with the new visa and any other applicable documents for the new category
- f. Check-in with ISS (you will be charged the \$35 ISS check-in fee)

2) Submit an Application to USCIS Within the U.S. (described in detail below)

- a. Obtain proper documentation for the new status
- b. Pay the \$200 SEVIS fee at www.fmjfee.com
- c. Apply to USCIS (U.S. Citizenship and Immigration Services) for a Change of Status
 - i. Two ways to apply to USCIS
 1. Online electronically – **currently unavailable**
 2. Mail (paper application and documents)
- d. If approved, you will be given a new I-94 for the new status and are eligible for all the benefits of the new status; however, this does NOT change the visa in your passport. It is okay to remain in the U.S. in the new status with a visa from your old category; but if you travel outside the U.S. you will have to apply for a new visa in the new category in order to return to the U.S. to continue in the new category.
- e. Check-in with ISS (you will be charged the \$35 ISS check-in fee)

Applying Through Mail to USCIS from within the U.S.

Mail application, fee and supplemental materials to USCIS. Address depends on postal carrier chosen:

For US Postal Service:

USCIS
P.O. Box 660166
Dallas, TX 75266

For Non-US Postal Service (such as UPS, Fed-Ex, etc):

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

APPLICATION AND FEE

\$370 Fee	Payable by check to U.S. Department of Homeland Security
Application	Download I-539 from http://www.uscis.gov/ ; click on Forms tab; choose I-539; type responses on form, print copy, and sign
Optional Form G-1145	Download G-1145 from http://www.uscis.gov/ to receive text or email notification when application received; click on Forms tab; choose G-1145; type responses on form and print copy

SUPPLEMENTAL MATERIALS

For online submission, please upload the following documents with your application.

For mail applications, you should **just submit photocopies** of all the supplemental materials below with the exception of Evidence of Financial Support. USCIS still seems to prefer working with original proof of finances when the application is sent by mail. As always, it is recommended that you keep copies of all documents that you send to or receive from the U.S. Citizenship and Immigration Service. ISS also suggests that you mail the application in a manner that guarantees proof of delivery (e.g. certified and return receipt).

In addition to the **application and fee**, the following supplemental materials (**photocopies**) should be submitted:

1. **I-20** (just pages 1 & 2; be sure to sign at the bottom of page 1)
2. **I-901 SEVIS fee payment receipt**
3. **Evidence of financial support.** Past 4 months of bank statements or proof of a GTA/GRA/scholarship are acceptable (a letter from the bank with current balance is insufficient).
4. **H-4's I-94** – printout of I-94 electronic record (<https://i94.cbp.dhs.gov>) or paper card (front & back)
5. **H-4's visa** used to enter U.S.
6. **H-4's passport page(s)** showing name, photo, date of birth and expiration date
7. **H-1B's Approval Notice** (Form I-797A) with I-94 attached at bottom
8. **H-1B's visa**
9. **H-1B's passport page(s)** showing name, photo, date of birth and expiration date
10. **Proof H-1B still employed.** e.g. current letter verifying H-1B is still employed in position as approved in I-797 or a current paystub

Online Status Check

Online submission: If you applied online, you will receive email and text notifications with updates or you can log into your account for the current status.

Mail applications: The status of your application can be checked online with a receipt number: <http://www.uscis.gov/> Look for the CASE STATUS box on the left-hand side of the website.

Moving/Change of Address

Online submission: Log into your account and update your address.

Mail applications: If you move or need to change the address written on the I-539 while your change of status application is pending:

- Notify USCIS at: <https://egov.uscis.gov/crisgwi/go?action=coa>
AND
- Notify ISS

The U.S. Post Office will NOT forward any correspondence from USCIS even if you have a mail forwarding request on file.