**Change of Status Information**

**General Information**
The Office of International Students and Programs (OISP) assists admitted applicants and current students with applications for change to F-1 immigration status. Change of status (COS) applications typically take three to six months to be processed by US Citizenship and Immigration Services (USCIS). Applicants in some statuses, including F-2, B-1 and B-2, are not eligible to enroll in classes until F-1 status is granted; early application is recommended. Changing your status in the United States does not give you a new visa. Visas are only used for entering the United States and can only be obtained outside of the United States at a U.S. Embassy or Consulate.

**Application Procedure**
Submit the required materials to OISP for review and schedule an appointment with an international student advisor. During this appointment, the advisor will review the application and generate the I-20 that will be submitted with the application. The COS applicant can pay the Student and Exchange Visitor Information System (SEVIS) fee at that time.

**Application Materials**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form I-539</td>
<td>Available at <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a>. Please review the information on the I-539 carefully. All documents regarding your application will be sent to the address listed on your I-539, so please be sure the address will be current for several months.</td>
</tr>
<tr>
<td>Form I-20</td>
<td>The original I-20 will be generated by OISP, signed by applicant and sent with the application. Applicants are advised to retain a copy of the I-20.</td>
</tr>
<tr>
<td>Financial statements</td>
<td>Official statements demonstrating sufficient funding for F-1 studies must be less than six months old. (See OISP’s Financial Statement for F-1 Visa form for funding minimums.)</td>
</tr>
<tr>
<td>Copies of passport, visa and I-94 card</td>
<td>Original I-94 card may be requested by USCIS.</td>
</tr>
<tr>
<td>Application fee</td>
<td>The $290 USCIS application may be paid in the form of a check or money order made out to USCIS.</td>
</tr>
<tr>
<td>SEVIS fee receipt</td>
<td>The $200 SEVIS I-901 fee can be paid at <a href="https://www.fmjfee.com">https://www.fmjfee.com</a> once the I-20 has been generated, using the applicant's SEVIS identification number on the I-20 and the school code.</td>
</tr>
<tr>
<td>Form G-1145</td>
<td>Available at <a href="http://www.uscis.gov/files/form/g-1145.pdf">http://www.uscis.gov/files/form/g-1145.pdf</a>. Submit with application to receive e-mail and/or text notification when the application is received. The notification will include the application’s receipt number.</td>
</tr>
<tr>
<td>Cover letter</td>
<td>(Optional) A letter providing information about the COS request may be submitted.</td>
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</tbody>
</table>

**Additional Requirements**

**Applicants changing from F-2 to F-1 status:**

- Copy of the F-2 dependent’s Form I-20
- Copy of the F-1 student’s Form I-20
  If the F-1 student is currently on post-completion Optional Practical Training, also include a copy of his/her employment authorization document (EAD) card.
• Letter from the F-1 student’s school to verify that he/she is still in status (recommended)

**Applicants changing from F-1 to F-2 status:**

• Copy of the F-1 student’s Form I-20
  
  If the F-1 student is currently on post-completion Optional Practical Training, also include a copy of his/her employment authorization document (EAD) card.

• Copy of marriage license

**Applicants changing from H-1B or H-4 to F-1 status:**

• Copies of all previously issued I-797 forms showing H status

• Letter from H-1B employer confirming current employment and most recent pay stubs

**Applicants with dependent(s):**

• Dependent’s Form I-20

• Copy of dependent’s passport, visa and I-94 card

• Note: Dependent’s information must be included on Form I-539 Supplement 1 (page 5)

**Mailing Instructions**

Applicants may choose to have Franklin mail the complete application package using regular mail or to ship the package themselves if opting for expedited shipping. The package must arrive at the US Citizenship and Immigration Services (USCIS) center less than 30 days after the I-20 is generated and signed; if not, the application will be denied.

All Ohio applicants should mail their application package to the USCIS Dallas Lockbox facility.

  • For U.S. Postal Service: USCIS
    P.O. Box 660166
    Dallas, TX 75266

  • For Express mail and courier deliveries: USCIS
    ATTN: I-539
    2501 S. State Highway 121 Business
    Suite 400
    Lewisville, TX 75067

**What Happens Next?**

The applicant will be notified by USCIS when the application is received and when it is processed. Applicants may receive a Request for Further Evidence (RFE) from USCIS; if so, contact OISP for guidance on responding. Responses not received before the stated RFE deadline will result in a denial of COS. Applicants who are ineligible to study in their current status must contact OISP if the COS has not been processed before the program start date on the I-20 so that the start date may be deferred. Applicants are responsible for notifying OISP of USCIS’s decision about the COS and are required to enroll in classes by the program start date. Failure to enroll by the program start date can result in termination of the F-1 status.

**Note:** If the COS is approved, applicants will need to obtain a new visa prior to re-entering the US on their next trip abroad. Visa applications may be denied by the Embassy or Consulate as a result of the change of status. Please consult OISP before booking travel.

May 2012