

Change of Status, F-2 to F-1 While in the U.S. - Student Instructions

It is much easier to change to F-1 visa status in your home country.

However, if you must apply while staying in the United States, be aware that...

- Your passport must be valid for at least 6 more months.
- You CANNOT attend school while waiting for your change of status to go through.
- You CANNOT work while waiting for your change of status to go through.
- If you leave the US while your COS is pending, your application becomes invalid.

Revised 5/23/19

Follow the instructions below to apply for a change of status.

1. Apply to a Tseng College program such as IEP, GCBA, MPA, MS in Taxation, etc. If admitted to the program, you will receive a Form I-20 "Certificate of Eligibility for Nonimmigrant Student."
 - o Sign and date your I-20.
 - o Use the SEVIS ID number of your I-20 to pay the SEVIS fee, see Step 2.
2. Pay the SEVIS I-901 fee, go to www.fmjfee.com/i901fee
 - o Save proof of payment
3. Complete and sign Form I-539 "Application to Extend Status/Change Nonimmigrant Status" at www.uscis.gov/i-539
 - o Print and send all pages or apply online <https://www.uscis.gov/i539online>.
 - o When signing or filling out any sections by hand, write clearly and use black ink.
4. The fee is \$370.
 - o It is actually better to pay by check or money order. The payee is "U.S. Department of Homeland Security" (write it exactly this way). The amount is written, "Three hundred seventy and no/100."
 - o To pay by credit card, use Form G-1450, Authorization for Credit Card Transactions, available at <https://www.uscis.gov/g-1450>. Download the instructions too and read 'Notice to Those Making Payment by Credit Card' to see why it is better to pay with a check or money.
5. Print a copy of your electronic I-94 at <https://i94.cbp.dhs.gov/i94/>
6. Make copies of these pages in your passport
 - o Identity pages, visa, and most recent entry stamp
7. You will need a recent copy of bank statement or scholarship letter that shows ability to pay tuition and support yourself while studying in the U.S.
8. Recommended, but not required: A letter written by you explaining why you want to change status, especially to explain that you did not have the intention of studying while in the United States when you applied for your current visa.
9. Use Form G-1145 (E-Notification of Application/Petition Acceptance) at <https://www.uscis.gov/g-1145> to receive an email and/or text message that your application has been "accepted." They say it's 'accepted' but that means received, not processed or approved.
10. Assemble all of the above for mailing in one envelope/package:
 - o Check or money order for \$370, or Form G-1450 for \$370.
 - o Form G-1145
 - o Copy of Form I-20
 - o Proof of payment of the SEVIS I-901 fee
 - o ORIGINAL Form I-539 application
 - o Copy of I-94
 - o Copies from your passport
 - o Copy of bank statement or scholarship letter
 - o Optional letter written by you

11. Mail to:

US Postal Service

USCIS
PO Box 660166
Dallas, TX 75266

OR

Express mail or courier deliveries

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067
(800) 375-5283