

Change of Status Instructions

I-539 Application to Extend/Change Nonimmigrant Status while residing in the US

A change of status can be requested to change from one nonimmigrant category to another nonimmigrant category. Please see the form's instructions on the USCIS website for the most up-to-date information for how to complete the application. F-1 nonimmigrants seeking reinstatement of status while in the United States can also use this form.

- ✓ Complete form I-539 - <http://www.uscis.gov/sites/default/files/files/form/i-539.pdf>
- ✓ Check, money or postal order for the \$290 fee, payable to **US Department of Homeland Security**
- ✓ New I-20 from Office of International Student Services (send a photocopy with your application)
- ✓ \$200 SEVIS online payment fee (<https://www.fmjfee.com/i901fee/desktop/index.jsp?view=desktop>). Send a copy of this payment receipt with your application.
- ✓ Photocopy of your passport ID page (biographic page)
- ✓ Copy of I-94. Available online: <https://i94.cbp.dhs.gov/i94/request.html>. If you have a white card I-94 in your passport, you can send a copy of front and back of it.
- ✓ Photocopy of visa and ID page of passport
- ✓ Photocopy of financial support documents
- ✓ Letter from you (the student) explaining reason for request
- ✓ Admittance letter or acceptance letter from Andrews University
- ✓ Photocopy of your F2 visa stamp page from your passport
- ✓ Photocopy of your spouse or principal F1 visa holder's visa page from passport
- ✓ Photocopy of your spouse or principal's I-20 (pages 1 and 3)

*(If your family members are going to be a F2 dependent to you, then you need I-20s for all of them. You will need to send copies of I-20, copy of passport, copy of visa page if they previously had one and I-94)

Send to: The USCIS Dallas Lockbox facility:

For U.S. Postal Service:

USCIS
P.O. Box 660166
Dallas, TX 75266

For Express mail (FedEx, UPS):

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

****For Student who are out of status and would like to apply for Reinstatement of his/her status:**

*You must write **REINSTATEMENT** with a red pen in the envelope and on the top of form I-539.*

Write a letter of explanation addressed to USCIS, stating the following: why you are out of status (specify the violation); the reason for the status violation; the effect on you as a student if you fail to receive reinstatement; a statement that you are currently pursuing or intending to pursue a full-course of study; and specifically request that USCIS reinstate you to F-1 student status.