

## 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 (<http://www.uscis.gov/>) for the most up-to-date information for how to complete the application.

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- ✓ Complete form I-539 – download from: <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 from passport
- ✓ Photocopy of financial support documents
- ✓ Letter from you (the student) explaining reason for request and why you wish to change your status
- ✓ Admittance letter or acceptance letter from Andrews University
- ✓ Photocopy of your J1 DS2019 document
- ✓ Photocopy of your dependents J2 DS2019 documents

***\*\* If you are traveling outside the U.S., you can do the change of status on re-entry if you take the I-20 with you and obtain an F-1 visa in your passport then you can enter the U.S. as an F-1 student.***

***Note: If you are applying for a change of status from J1 to F1 – YOU ARE INELIGIBLE TO APPLY IF YOU ARE SUBJECT TO TWO-YEAR HOME-COUNTRY PHYSICAL PRESENCE REQUIREMENT [212(e)]***

**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