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.

- 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](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](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 **REINSTATMENT** 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.