



## Office of International Services and Programs

### CHANGE TO F-1 STATUS H-1B temporary worker or H-4 dependent to F-1 Student

#### General Information

A nonimmigrant with a C, D, K, M or who entered the United States on the Visa-Waiver Pilot Program cannot change to F-1 status in the United States. Also, those in J status subject to the two-year home residency requirement (212E) may not change status in the United States.

Changing your status in the United States gives you a new status, not 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

A \$200.00 SEVIS fee must be paid before the change of status application is mailed. You will be given 2 numbers to pay the fee, your SEVIS I.D. number and the school code, after the change of status I-20 has been issued. Payment can be made online or by mail and you will need to bring the SEVIS fee receipt with you to mail with the other documents.

Bring the following to The Office of International Services and Programs (OISP):

- 1) Completed Form I-539
- 2) Original form I-20 for change of status, signed in #11 (will be provided by OISP)
- 3) Evidence of financial support that was provided to receive the I-20
- 4) Copy of passport, visa and both sides of I-94 card
- 5) \$290 fee, check or money order made out to "US Citizenship and Immigration Services" or "USCIS"
- 6) SEVIS I-901 fee receipt from \$200 payment
- 7) If in H-1B status, copies of all I-797 approval notices
- 8) If in H-4 status, copies of all spouse's/parent's I-797 approval notices for H-1B status, copies of both sides of their I-94 card, and copies of any I-797 approval notices to H-4 status.
- 9) A letter from employer of the H-1B confirming that the H-1B is still employed under all terms and conditions of the original H-1B petition.
- 10) Statement of why you are applying for F-1 status

**Mail all materials listed to:** USCIS  
P.O. Box 660166  
Dallas, TX 75266

- You should receive a receipt letter letting you know that USCIS has received your application.
- **Everything will be mailed to you at the address listed on your form, so please be sure it is current.**
- Your change of status application typically takes 3-6 months to be processed.
- Once you receive your change of status, bring in your stamped I-20 and new I-94 card to International Student Services.