

# I-539 Application / Request for change of visa status to F-1

The following checklist is to help you with assembling your application packet. Include all documents in the order given below.

## Checklist:

- Application fee of \$370.00 and a biometrics fee of \$85.00** made *payable to the Department of Homeland Security*, in the form of a **check or money order**.
- Completed Original I-539 form** (send original to USCIS, keep copy for your records)
- I-94 Record**
  - If you have an I-94 card, send the *original* card (keep a copy of front and back of I-94 card for your records)
  - If you have an electronic I-94, send the printout from the CBP website which you can obtain at [www.cbp.gov/I94](http://www.cbp.gov/I94)
- Copy of new Form I-20** (keep the original)
  - Remember to print your name, sign your name, and date the original I-20 at item #11
- Proof of financial support** for the first year of study, and for any dependents
  - Copies of recent financial statements are acceptable and should be in English
  - We recommend that you send 3 months' worth of recent bank statements
  - Copy of university offer letter (if applicable)
- Copies from your passport:** expiration date, identity page, U.S. visa page, and most recent U.S. entry stamp
- Proof of your current lawful status** showing your *current* visa category and any supporting documents
- Photocopies of I-94s for any dependents who will be changing status along with you (if applicable)
- Copies of the Primary visa holder's documents** (If you are currently on a *dependent* visa)
  - Include photocopies of all applicable documents as proof of the primary visa holder's legal status:
    - His/her I-94 record (either copy of card or electronic printout)
    - His/her passport identity page, U.S. visa page, and most recent U.S. entry stamp
    - Any other supporting materials that prove the primary is maintaining legal status
- Receipt of proof of payment for I-901 SEVIS fee** (*student will be able to pay the SEVIS fee once the I-20 is issued*)
  - For online payment of the SEVIS fee go to <https://www.fmjfee.com/i901fee/>
    1. Obtain form I-901
    2. Complete form I-901 online (be sure to insert your name exactly as it appears on your passport) and supply the necessary Visa, MasterCard, or American Express information
    3. Print two copies of the online receipt; keep a copy for your records and send the other copy with your application
- Letter of explanation** that briefly explains why you would like to change status to F1
  - The letter is optional. However, a supportive letter can help USCIS in the adjudication of the application.

## Mailing Address:

Once your packet is complete, mail it to the USCIS Dallas Lockbox address by USPS certified mail (or USPS express mail). Be sure to keep the tracking number for your records. I am including a preaddressed envelope along with your I-20.

USCIS DALLAS LOCKBOX  
P.O. BOX 660166  
DALLAS, TX 75266

## Notice of Action and Decision Notice:

Once USCIS receives your application, a Notice of Action (NOA) will be mailed to you giving your case number. Within a few months, your decision notice will be mailed to you. Please provide your International Student Advisor at UFIC with a copy of your NOA and decision notice as soon as you receive them. Please note that this type of application can take from 3 to 6 months to adjudicate.

## Change of Address:

If you need to move from your current place of residence and have not yet received your NOA or your decision notice, be sure to update your address with USCIS by completing the online AR-11 Change of Address Form:

<https://egov.uscis.gov/crisgwi/go?action=coa.Terms>

Failure to complete the AR-11 can lead to your documents being mailed to the wrong place. If your documents get lost in the mail, USCIS may charge a fee for sending duplicate documents. It may also further delay the processing time for your application.