



Change of Status Applications to USCIS

The Change of Status application must be filed while you are still actively maintaining your current status. Please make an appointment to speak with an advisor in the ISO regarding your eligibility to apply for the new status through USCIS and learn about additional documents you may be required to submit. The specific materials required for the application often vary based on the request, but the general components of all such applications are included below:

- ❑ Form I-539, completed and signed: <https://www.uscis.gov/files/form/i-539.pdf> ([USCIS Instructions](#))
- ❑ Application fee (currently \$370), payable to “US Department of Homeland Security” by check or money order
- ❑ Maintenance of lawful status: You must provide evidence that you have maintained lawful status in the U.S. prior to submitting the Change of Status application. At a minimum, please include photocopies of your:
 - Passport ID page, showing that it is unexpired
 - Current electronic I-94 record or copy of I-94 card (front and back)
 - Other immigration papers specific to your current statusSupporting documentation to show active involvement in your current status may also be helpful (transcripts for students, pay stubs or work verification letter for employees). If you are currently a dependent, you must show that your spouse or parent has maintained status, in addition to your own document copies.
- ❑ Eligibility for requested status: You must also include evidence that you are eligible for the new immigration category. Again, specific documents may vary, but examples of eligibility documentation may include photocopies of the following:
 - Certificate of Eligibility: F-1 I-20, J-1 DS-2019, or other necessary forms (signed photocopy)
 - University of Rochester documentation: Admission letter, Employment offer
 - Supporting documents: Financial statements, proof of dependent relationship
- ❑ *For F-1 & J-1 applicants*: SEVIS Fee Receipt of \$200 (F-1) or \$180 (J-1), paid online at www.fmjfee.com
- ❑ Form G-1145 (optional) for electronic notification of receipt (<http://www.uscis.gov/files/form/g-1145.pdf>)

Procedures to submit the application:

Most Change of Status applications are filed through the USCIS Dallas Lockbox (addresses listed below). The correct address depends on what delivery service you will use: either USPS or a private courier such as FedEx, UPS, or DHL. You will receive an official Receipt Notice to your mailing address listed on the application within 2-4 weeks.

Delivery by US Postal Service	Delivery by Courier services
USCIS PO Box 660166 Dallas, TX 75266	USCIS Attn: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

Impact on travel plans:

Once the Change of Status is filed with USCIS, it may take several months to receive a decision. During this time, any travel outside the United States will be viewed as an abandonment of the application and may result in significant problems or delays in changing your immigration status. Please discuss your situation with ISO and plan accordingly.

All Change of Status applicants are encouraged to contact an advisor in the ISO as early as possible!