

## Change from H-1B to F-1 Status

Please review the [Change of Status instructions](#) and gather the following documents in addition to any other documents indicated in the instructions.

- [G-1145, E-Notification of Application/Petition Acceptance](#) (if you wish to receive an email and/or text message informing you that USCIS has accepted your application or petition.)
- [Form I-539](#): "Application to Extend/Change Nonimmigrant Status"
- Application Fee of \$300 (Check should be payable to the "USCIS". Write the 11-digit "admission number" from your I-94 on the front of the check.
- A cover letter from you addressed to the USCIS requesting the change of status from H-1B to F-1. You may choose to include why you are requesting the change and any other relevant information.
- Your original, new I-20 for your ESF program of study received from the Office of International Education
- Proof of payment of the SEVIS I-901 fee (I-797 Receipt Notice)
- A photocopy of your financial documentation (Assistantship letter, bank statements etc equivalent to figure on the I-20)
- Your original I-94 card
- A photocopy of your passport biographic / picture page
- A photocopy of your current visa
- A photocopy of any other relevant immigration documentation

If you have dependent(s), also submit the following for each of your dependents:

- Your dependent's original, new I-20 received from the Office of International Education
- Your dependent(s)' original I-94 card(s)
- A photocopy of your dependent(s)' passport biographic / picture page
- A photocopy of your dependent(s)' visa
- A photocopy of any other relevant immigration documentation

*Please make a photocopy of your entire application and supporting documents for your files before sending them to the USCIS.*

To submit your application, review the [Change of Status instructions](#) to determine the appropriate mailing address. In most cases, applications will be mailed to the Texas Lockbox:

For U.S. Postal Service:

**USCIS**  
P.O. Box 660166  
Dallas, TX 75266

For Express mail and courier deliveries:

**USCIS**  
ATTN: I-539  
2501 S. State Highway 121 Business  
Suite 400  
Lewisville, TX 75067

When you receive a response from the USCIS, please report the outcome to the Office of International Education. Scan and email (to [cmsalter@esf.edu](mailto:cmsalter@esf.edu)) or submit a photocopy of your I-20, I-797 Approval Notice, and new I-94 card to the Office of International Education.