

Change from F-1 to J-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 F-1 to J-1 and explaining your circumstances. Include why you entered the U.S. as an F-1 student, why and how your intentions changed after arrival in the U.S. and any other relevant information.
- Your original, new DS-2019 received from the Office of International Education
- A photocopy of your financial documentation (Assistantship letter, bank statements etc equivalent to figure on DS-2019)
- A photocopy of your original I-94 card
- A photocopy of your passport biographic / picture page and expiration date page
- A photocopy of your visa stamp
- A photocopy of your current I-20 and all previous I-20's

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

- Your dependent's original, new DS-2019 received from the Office of International Education
- A photocopy of your dependent's current I-20 and all previous I-20s
- A photocopy of the front and back of your dependent's I-94 cards
- A photocopy of your dependent's passport biographic / picture page
- A photocopy of your dependent's visa stamp

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) or submit a photocopy of your DS-2019, I-797 Approval Notice, and new I-94 card to the Office of International Education.