

**Change of Status  
USCIS Instructions  
H-4 to F-1**

Items required	Notes
Form I-539	Available at: <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a>
\$290.00 check or money order made payable to: U.S. Department of Homeland Security	Please spell out U.S. Department of Homeland Security; do not use initials "USDHS" or "DHS"
I-901 Fee Receipt	Go to <a href="http://www.fmjfee.com">www.fmjfee.com</a>
New Form I-20	Issued by ISS
Original I-94 card	
Financial Statement	Current within 6 months
Copy of your U.S. visa	visa used to enter the U.S.
Copy of your passport validity page(s)	Showing number, name, photo and expiration date
Letter of Explanation as to why you want a change of status	Letter must also contain: 1. your address & phone number 2. your request for change of status from H-4 to F-1
Copy of H-1b's I-797A Approval Notice of Action	With I-94 attached at bottom
Copies of H-1b's Visa	
Copy of H-1b's passport validity page(s)	Showing number, name, photo and expiration date
Letter of verification that H-1b is currently employed	Letter indicating that the H-1b is currently employed as listed on the I-797 or a current paycheck stub.

**Retain copies of all documents sent to and received from the US Citizenship and Immigration Service.**

**Once you have collected all the documents and forms listed above please call ISS at 618-453-5774 to schedule an appointment with an advisor who will review your application.**

**U.S. Postal Service:**

USCIS  
P.O. Box 660166  
Dallas, TX 75266

**For Express Mail & Courier Deliveries:**

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