

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

Items required	Notes
Form I-539	Available at: http://www.uscis.gov/files/form/i-539.pdf
\$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”
New Form I-20	Issued by ISS
Original I-94 card	
Financial Statement	Current within 6 months
Copy of your U.S. visa	
Copy of your passport validity page(s)	Showing number, name, photo and expiration date
Copy of any previous (H1b) I-797A Approval Notice of Action (if applicable)	from USCIS
Letter of Explanation as to why you want a change of status	Letter must also contain: 1. your address & phone number 2. request for change of status from H-1b to F-1

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