



## Change of Status USCIS Instructions J to F\*

**\*This process is extremely difficult to accomplish without returning to your home country. Contact CIE for an appointment to discuss your specific case.**

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	<b>Please spell out U.S. Department of Homeland Security; do not use initials "USDHS" or "DHS"</b>
I-901 Fee Receipt	Go to <a href="http://www.fmjfee.com">www.fmjfee.com</a> if you need to pay the fee
New Form I-20	<b>Issued by CIE or Graduate School</b>
Original I-94 card	
Financial statement	<b>Current within 6 months</b>
Copy of your U.S. visa	
Copy of your passport validity page(s)	<b>Showing number, name, photo and expiration date</b>
Copy of your current DS-2019	
Letter of Waiver (see note at right)	<b>If subject to the 2 year home residency rule (212E)</b>
Copy of any previous I-797A Approval Notice of Actions (if applicable)	<b>from USCIS</b>
Letter of Explanation as to why you want a change of status	<b>Letter must also contain:</b> 1. your address & phone number 2. a request for change of status from J to F

**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 CIE 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