

Changing Visa Status

To change from one visa status to another within the US, the following documentation must be sent to the United States Citizenship and Immigration Services (USCIS):

- A check or money order for \$300 payable to the Department of Homeland Security,
- I-539 form (you must include your middle name if you have one),
- A letter explaining your reasons for changing status is optional,
- The *Certificate of Eligibility* form [e.g., I-20 (signed and dated on page 1 at number 11; send pages 1-3 to USCIS) or DS-2019 (signed at the bottom of the document; send both pages to USCIS)] produced for this purpose/application,
- Original I-94 card,
- Photocopies of your identity, expiry, and US visa stamp pages from your passport,
- Photocopies of any previously issued I-20s or DS-2019s (if you now hold F-1 or J-1 status),
- Evidence of financial support for your continued stay.

Additional payment of SEVIS I-901 fee required if changing to F-1 or J-1 status:

- You must include the receipt for proving payment of the SEVIS I-901 fee. Information and instructions for payment of the fee can be found at <http://www.ice.gov/sevis/i901/index.htm>.

Additional documentation required if changing to or from F-2 or J-2 status:

- Photocopies of spouse's current I-20/DS-2019 form and I-94 card,
- A photocopy of spouse's passport identity/expiry page(s), and
- Proof of your familial relationship, such as: a certified copy of your marriage license, or birth certificate.

Optional documentation:

- Transcripts from U.S. universities you have attended in F-1 or J-1 student status.

Special considerations:

- J-1s or J-2s who have the **“Two Year Home Residency”** requirement [212(e)] are not eligible to change status within the U.S. However, you may apply to obtain the new visa status by traveling; see the reverse side of this handout for additional information. **Please note:** if you applied for a waiver of the **“Two Year Home Residency”** requirement and received an approval, you may apply for a Change of Status in the U.S.; you must include proof of the waiver approval with your application.

After making copies for your records, mail all items to the following address:

Dallas Lockbox filing addresses

For U.S. Postal Service (including US Postal Service Express mail): USCIS P.O. Box 660166 Dallas, TX 75266	For Express mail and courier deliveries (e.g. UPS, Fed Ex, DHL, etc): USCIS ATTN: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067
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Applicants filing a Form I-539 at a USCIS Lockbox facility may also elect to receive an e-mail and/or text message notifying them that their application has been accepted, by completing an [E-Notification of Application/Petition Acceptance](#) (Form G-1145), and attaching it to the first page of their application.

While Your Application is Pending

Save your return receipt as it is proof that you mailed your application to USCIS; USCIS will later send you an official *Receipt Notice* acknowledging your application and fee. Keep all these documents for your records.

If you are an F-2 visa holder changing to an F-1 student status, you may not begin your studies until your status change to F-1 has been approved. If your change of status is not approved by the term in which you intended to begin studies and you still want to participate in your program, you will need to discuss the possibility of deferring your admissions with the appropriate admitting office.

J-2 visa holders may study while in J-2 status. However, you are **not** able to receive any benefits of the status to which you are applying (such as work) until after the change is approved.

If you leave the US before your application is approved, USCIS will consider your application **abandoned** and it will be as if you never filed an application! If you are changing from a status that had a “date certain” end date (such as B-2, B-1, H-1B, H-4, etc.) this **abandonment** could seriously affect your legal immigration status. If this is your situation, ISC suggests you consult with an immigration lawyer for advice/information.

USCIS will mail you notification of the change. The approval (and its effective date) will be stamped on the *Certificate of Eligibility* (I-20s: upper right-hand corner, or DS-2019s: section 6) and on the *I-797 Notice of Approval*; your revised I-94 card will also note the approved status.

After Receiving your Approval Notice

After receiving the approval of your change of status, please bring your approval notice (which includes the new I-94 in the bottom right corner) and I-20 or DS-2019 form to the International Student and Scholar Services office as we must update of your record in the university’s database. Failure to promptly inform ISSS of your new status will jeopardize your status.

If you were previously in a dependent visa status, the principal visa holder will need to update his/her records. For example, if your spouse is an F-1 or J-1 student at K-State, your spouse must request a new I-20 or DS-2019 from ISSS to remove you as his/her dependent. Your spouse can complete a *Request for a New I-20 or DS-2019* and submit copies of your approval notice and I-20/DS-2019 in order to update his/her records.

****Please Note**** If your change of status application is denied, please see an ISSS staff member.

To change from one visa status to another by traveling outside the US, take your new *Certificate of Eligibility*, and apply for the corresponding visa stamp at a US Embassy/Consulate. It is recommended that you apply for the visa in your home country. If you intend to apply in a country other than your own, please contact the US Embassy/Consulate where you are considering making your application to receive information regarding their ability to assist you and their procedures for submitting an application. As a reminder, you must have the receipt proving payment of the SEVIS I-901 fee with your visa application for an F-1 or J-1 visa. Information and instructions for payment of the fee can be found at <http://www.ice.gov/sevis/i901/index.htm>.

Upon your successful re-entry to the U.S., your new status will be indicated on the I-94 card as well as noted on the I-20 or DS-2019. Please bring these documents to the ISSS so we can update your record in the university’s database. Failure to promptly inform ISSS of your new status will jeopardize your status.

International Student and Scholar Services
104 International Student Center, Kansas State University
Manhattan, KS 66506

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