

Change of Status—B1/B2 to F-1

Required Documents

1. Completed Form I-539 (<http://www.uscis.gov/i-539>)
2. I-530 Fee: \$290 USD check or money order made payable to 'Department of Homeland Security'
3. Copy of applicant passport, visa, admission stamp, Form I-94, Form I-20
5. If Necessary: Copy of dependent (spouse or children) passport, visa, admission stamp, Form I-94, Form I-20
6. Copy of payment receipt for I-901 Fee (SEVIS Fee)
7. Financial support document
8. Letter explaining the need to change to status

Shipping Information

For U.S. Postal Service (USPS) Deliveries:

USCIS

PO Box 660166

Dallas, TX 75266

For Express Mail and Courier Deliveries:

USCIS

ATTN: I-539

2501 S. State Hwy. 121 Business Suite 400

Lewisville, TX 75067

NOTE: It may take 3—6 months to get a response from USCIS. You can check your status at USCIS Case Status Service Online (<http://egov.uscis.gov/cris/jsps/index.jsp>)

Approval or denial: USCIS will notify you of their decision with Form I-797 Notice of Action. The I-797 is an important document and should be kept with your passport and I-94 card. The denial letter or approval notice will be mailed to the address listed on Form I-539 in your application. Note that if you change your address, the postal service will not forward mail sent to you by USCIS. Please provide an ELL staff member with a copy of your I-797/Notice of Action and approval notice.

Remaining in the U.S. during processing: You may remain in the U.S. while your application is pending, even if your original status expires during the application processing.

Travel outside the U.S. while application is pending: Do not travel outside of the U.S. while your change of status case is pending. If you leave the country, USCIS will consider your application abandoned.