



## THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services  
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021  
(972) 883-4189 ISSOCurrent@utdallas.edu

### Change of Status to F-1 Application & Mailing Instructions

**A. Read the Change of Status (COS) Welcome Letter. Verify the information on your Change of Status (COS) I-20. Sign and date page 1 of your I-20.**

If any of the information is incorrect, request a corrected I-20 prior to mailing.

**B. Assemble your Change of Status (COS) application.** Collect the documents listed and put them in the order listed. You can request the ISSO to review your application before sending. It is recommended that you make a copy of your complete application.

- **\$370 check or money order.** Make payable to "U.S. Department of Homeland Security" and write your I-94 number at top. If you prefer, you may use the Form G-1450, Authorization for Credit Card Transactions.
- **\$85 biometrics services fee.** Required for you and each co-applicant included on your application. Each additional applicant must pay the fee.
- **I-539 application (original) with application fee attached to first page.** If using the G-1450, place on top of your application package. I-539 should be the most recent version: [www.uscis.gov/i-539](http://www.uscis.gov/i-539)
- **Copy of Change of Status I-20.** Pages 1 and 2. I-20 must be signed by you and an ISSO advisor.
- **SEVIS Fee Receipt.** A printout of the receipt after paying the fee online.
- **Proof of funding.** Originals or copies of UT Dallas Financial Affidavit and bank statements. Foreign currency denominations should be converted into U.S. dollars. Include evidence of the source for the currency conversion and exchange rates, such as an internet printout.
- **Copy of passport ID page.** Showing picture and expiration date.
- **Copy of I-94.** Copy of front and back of I-94 card or electronic I-94 print out.
- **Copy of your visa.** Most recently issued visa (valid or expired) or I-797 approval notice.

**If you are currently in a dependent visa category, for example, F-2, E-2, H-4, L-2, include the following:**

- **Proof of valid immigration status for the primary visa holder.** This includes passport, visa, I-129 pending receipt/I-94/I-797 approval notice and the following visa specific documents:
  - E-1: Articles of incorporation, bank statement of business account.
  - H-1B: Employment letter on company letterhead and copies of two most recent paystubs.
  - L-1: Employment letter on company letterhead and copies of two most recent paystubs.
  - TN: Employment letter on company letterhead and copies of two most recent paystubs.
  - R-1: Copies of passport, visa, front & back of I-94, or approval notice only.
  - F-1: Proof of F-1's funding.
  - J-1: Proof of waiver of the 212(e) residency requirement, or evidence of not being subject to the requirement and dates J-1 and J-2 status was maintained.
- **Proof of your relationship to the primary visa holder.** If you are the spouse submit a copy of marriage certificate, if you are a child then a copy of your birth certificate or similar government document.

**If you are currently in B-1 or B-2 status you must also submit a written statement explaining in detail:**

- The reasons for your request
- Why your extended stay would be temporary, including what arrangements you have made to depart from the United States, and,
- Any effect the extended stay may have on your foreign employment or residency.

**Translations:** Any document containing a foreign language submitted to USCIS shall be accompanied by a full English language translation, which the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

**Copies:** Unless specifically required that an original document be filed, an ordinary legible photocopy may be submitted.

**C. Mail your application.** Please do not attempt to deliver personally. USCIS must *receive* your application within 60 days of the completion date found on page 1, item #5 of your UT Dallas COS I-20, or within 30 days of the I-20 issuance date in item #10, whichever comes first.

**U.S. Postal Service**

USCIS  
P.O. Box 660166  
Dallas, TX 75266

**Express Mail or Courier**

USCIS  
Attn: I-539  
2501 S. State Hwy 121 Bus, Ste 400  
Lewisville, TX 75067

A few Richardson post offices:

- UT Dallas Bookstore
- 819 W. Arapaho Rd. (at West Shore Dr., inside Joy's Hallmark), Mon - Sat 9:00 am - 5:30 pm

For more locations, see: [https://tools.usps.com/go/POLocatorAction\\_input](https://tools.usps.com/go/POLocatorAction_input)

**D. Manage your application.**

**Address Changes.** If you have changed your address after filing, you must inform USCIS of your new address. For information on filing a change of address go to the USCIS website at [www.uscis.gov](http://www.uscis.gov) or contact the National Customer Service Center at 1-800-375-375-5283.

**Processing.** Any Form I-539 that is not signed or accompanied by the correct fee will be rejected with a notice that the Form I-539 is deficient. An application is not considered properly filed until accepted by USCIS.

**Receipt Notice.** USCIS will mail a receipt notice to the address on the I-539, usually 2-3 weeks after receiving the application. You can use the receipt number to speak with USCIS about your application or to get status updates at <http://www.uscis.gov/portal/site/uscis>. **If the Receipt Notice is mailed to a personal address, submit a copy to the ISSO at [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu).**

**Biometric services appointment.** Every applicant and co-applicant will receive a biometric services appointment notice, regardless of age, containing their individual receipt number. The biometric services appointments will be scheduled at the Application Support Center (ASC) closest to the primary applicant's address.

**Initial Processing.** Once the application has been accepted it will be checked for completeness. If you do not file the application with the required evidence, USCIS may deny your application

**Request for more information.** USCIS may request more information or evidence. Carefully follow all instructions and deadlines on the request. Contact ISSO if you need guidance on how to respond.

**Decision.** USCIS will inform you of the decision regarding your application in writing. **If the Approval Notice is mailed to a personal address, submit a copy to the ISSO at [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu).**