Procedures to Change from H-4 to F-1 Status

1. Obtain Form I-20 indicating “change of status” by contacting an International Student Advisor in ISSO.

2. Complete Form I-901 and pay the F-1 SEVIS fee of $200 at www.FMJfee.com.

3. Print and complete Form I-539 from the USCIS Web site at: www.uscis.gov/files/form/i-539.pdf. If you provide ISSO’s address on the Form I-539, your notices will be sent to ISSO.

4. Meet with an International Student Advisor to review your change of status application before mailing it to USCIS. Bring to the meeting:
   - New I-20
   - Copy of all previously issued Forms I-797, H-4 Approval Notice
   - Completed I-539 form (typed)
   - Completed G-1145 (typed)
   - I-94 record (find at www.cbp.gov/i94)
   - 3 months of financial documentation to cover tuition, fees, and living expenses
   - Photocopies of your visa page and passport (picture, number and expiration date)
   - Personal check or money order for $290 payable to the U.S. Department of Homeland Security
   - F-1 SEVIS fee payment receipt
   - Personal statement detailing your request to change to F-1
   - Proof of your family relationship to the H-1B
   - Principal H-1B’s photocopy of the following documents:
     - I-797 Approval Notice
     - Form I-94
     - Visa page and passport
     - Proof of employment (job offer letter and 3 most recent paystubs)

5. ISSO will mail all documents listed in step 4 by certified mail to:

   United States Citizenship and Immigration Services
   P. O. Box 660166
   Dallas, TX 75266

6. When USCIS makes a decision on your change of status application, they will mail your receipt notice to ISSO (provided that you supplied ISSO’s address on the Form I-539). When your receipt notice arrives to ISSO, you will receive an email stating that you need to collect the receipt and bring your immigration documents to ISSO within one week of the receipt.