Applying for a Change of Status
From H-1B to F-1

There are two ways to change status:

1) Travel Outside the U.S.

a. Obtain proper documentation for the new status
b. Travel outside the U.S.
c. Apply for a visa at a U.S. Embassy or Consulate for the new classification
d. Enter the U.S. with the new visa and any other applicable documents

2) Submit an Application to USCIS Within the U.S. (described in detail below)

a. Obtain proper documentation for the new status
b. Apply to USCIS (U.S. Citizenship and Immigration Services) for a Change of Status
   i. Two ways to apply to USCIS
      1. Online electronically
      2. Mail (paper application and documents)
c. If approved, you will be given a new I-94 for the new status and are eligible for all the benefits of the new status; however, this does NOT change the visa in your passport. It is okay to remain in the U.S. in the new status with a visa from your old category; but if you travel outside the U.S. you will have to apply for a new visa in the new category in order to return to the U.S. to continue in the new category.

Applying Online to USCIS from within the U.S.

Benefits of Filing Online

- Pay with a credit card or bank account
- Get email notifications and text messages
- Obtain real time, detailed case status information

Applying Online

- Go to the http://www.uscis.gov website
- Look on the home page for the ELIS logo, or you can search for ELIS on the USCIS website

- You'll have to set up an account and then request a change of status benefit
- You can save your info as you go and submit later. It will remain in draft status up to 30 days.
- Application is not submitted until payment is received.

APPLICATION AND FEE

	Online	Mail
$290 Fee	Payable online by credit card or bank account	Payable by check to the US Department of Homeland Security
Application	Choose the Benefit Request Type: "Applying for a change of status"	Download *Form I-539* from http://www.uscis.gov/; click on *Forms* tab; choose I-539; type responses on form, print copy, and sign
Optional Form G-1145	Not necessary. Form is for electronic notification of receipt of paper application	Download *Form G-1145* from http://www.uscis.gov/; click on *Forms* tab; choose G-1145; type responses on form and print copy

SUPPLEMENTAL MATERIALS

For **online** (ELIS) submission, please upload the following documents with your application.

For **mail** applications, you should **just submit photocopies** of all the supplemental materials on the next page, **with the exception of the Form I-20 and Evidence of Financial Support**. USCIS still seems to prefer working with original proof of finances when the application is sent by mail. As always, it is recommended that you keep copies of all documents that you send to or receive from the U.S. Citizenship and Immigration Service. The Office of International Programs also suggests that you mail the application in a manner that guarantees proof of delivery (e.g. certified mail or return receipt).

In addition to the **application and fee,** the following supplemental materials should be submitted:

1. Clear and obvious **request for a specific effective date**, if necessary or desired

2. **Original Form I-20** (make sure section #11 is signed and dated)

3. **I-901 SEVIS fee payment receipt** (go to http://www.fmjfee.com to pay the $200 SEVIS fee)

4. **Original evidence of financial support**. Past 4 months of bank statements are acceptable (a letter from the bank with current balance is insufficient).

5. **Copies of H-1B's approval notice** (Form I-797A) with **I-94** attached at bottom, **H1-B's visa (or visa last used to enter the U.S.)** and **H1-B's passport ID page**

6. **Proof that H1-B is still employed**, e.g. current letter verifying that H1-B is still employed in the position as approved on Form I-797A or a current paystub

Applying Through Mail to USCIS from within the U.S.

Mail your application, fee and supplemental materials to USCIS. The address depends on which postal carrier is chosen:

For US Postal Service:	For Non-US Postal Service (such as UPS, Fed-Ex, etc):
USCIS P.O. Box 660166 Dallas, TX 75266	USCIS ATTN: I-539 2501 S. State Highway 121 Business, Suite 400 Lewisville, TX 75067

Online Status Check

Online submission: If you applied online, you will receive email and text notifications with updates or you can log into your account for the current status.

Mail applications: The status of your application can be checked online with a receipt number: http://www.uscis.gov/ Look for the CASE STATUS box on the left-hand side of the website.

Moving/Change of Address

Online submission: Log into your account and update your address.

Mail applications: If you move or need to change the address written on the I-539 while your change of status application is pending:

- Notify USCIS at: https://egov.uscis.gov/coa/displayCOAForm.do

AND

- Notify the Office of International Programs by e-mailing international@washburn.edu

Important note: The U.S. Post Office will **NOT** forward any correspondence from USCIS even if you have a mail forwarding request on file.

Any questions regarding this information should be directed to the Office of International Programs in the International House, by e-mailing international@washburn.edu or calling 785-670-1051.

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