



**Southern**  
Illinois University  
**Carbondale**

## Change of Status USCIS Instructions H-4 to F-1

Items required	Notes
Form I-539	<b>Available at:</b> <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a>
\$300.00 check or money order made payable to: U.S. Department of Homeland Security	<b>Please spell out U.S. Department of Homeland Security; do not use initials “USDHS” or “DHS”</b>
I-901 Fee Receipt	Go to <a href="http://www.fmjfee.com">www.fmjfee.com</a>
New Form I-20	<b>Issued by ISS</b>
Original I-94 card	
Financial Statement	<b>Current within 6 months</b>
Copy of your U.S. visa	<b>visa used to enter the U.S.</b>
Copy of your passport validity page(s)	<b>Showing number, name, photo and expiration date</b>
Letter of Explanation as to why you want a change of status	<b>Letter must also contain:</b> <b>1. your address &amp; phone number</b> <b>2. your request for change of status from H-4 to F-1</b>
Copy of H-1b’s I-797A Approval Notice of Action	<b>With I-94 attached at bottom</b>
Copies of H-1b’s Visa	
Copy of H-1b’s passport validity page(s)	<b>Showing number, name, photo and expiration date</b>
Letter of verification that H-1b is currently employed	<b>Letter indicating that the H-1b is currently employed as listed on the I-797 or a current paycheck stub.</b>

**Retain copies of all documents sent to and received from the US Citizenship and Immigration Service.**

**Once you have collected all the documents and forms listed above please call ISS at 618-453-5774 to schedule an appointment with an advisor who will review your application.**

**USCIS California Service Center**  
24000 Avilla Rd., 2nd Floor  
Laguna Niguel, CA 92656