

CHANGE OF STATUS
H-1 TO F-1

To change your status in the U.S.** from a H-1B (temporary worker in a specialty occupation) to an F-1 student, you will need an I-20 form.

A. Your request to the U. S. Citizenship & Immigration Services for the change to F-1 status should consist of the following:

- Form I-539 <<http://www.uscis.gov/files/form/i-539.pdf>>
- Check payable to **Department of Homeland Security** (no abbreviations) for \$200.00. (Filing fee subject to change. Please check <http://www.uscis.gov/files/form/i-539.pdf> for updates.)
- Proof of payment of \$100.00 SEVIS fee. For more information visit www.fmjfee.com
- Letter from you to the U. S. Citizenship & Immigration Services containing the following:
 - Your address, telephone number and date
 - Request to change from H-1 status to F-1 status. This letter should state that you will be a full-time student and the reason(s) why you are requesting the change.
- The I-20 form from the institution you intend to enroll in, with you signature.
- Copies** of your:
 - Passport page(s) showing **both** the picture and expiration date
 - U.S. Visa
 - Form I-797 (H-1B approval notice).
 - Last paystub or a letter from your employer. This proves you maintained your H-1B status and are eligible for a change of status
 - I-94 card, both the front and back sides (the little white card normally put in your passport).
- If you have dependents requiring F-2 status, send **copies** of their:
 - Passport page/s showing **both** the picture and expiration date
 - U.S. visa
 - Form I-797 (H-4 approval notice), if applicable.
 - I-94 card/s, both the front and back sides.
- Financial proof.
 - Bank statement showing funds to support you (and your dependents).
 - Copy of the letter offering the assistantship, if you have been offered one.

B. If you wish to make an appointment with an adviser at OISS to review and organize your application, bring all the items listed above.

***If you are traveling outside the U.S., you can do the change of status on re-entry if you take the I-20 with you and obtain a F-1 visa from a U.S. Embassy or consulate in your passport. Then you obtain your F-1 student status at the port of entry to the U.S.*

** If you are eligible and apply for a change of status (COS) in the U.S., you cannot leave the U.S. while your case is pending at the U. S. Citizenship & Immigration Services.*

CERTIFIED MAIL	EXPRESS MAIL:
U. S. Citizenship & Immigration Services Nebraska Service Center PO Box 87539 Lincoln NE, 68501-7539	U. S. Citizenship & Immigration Services Nebraska Service Center 850 S Street Lincoln NE, 68501-7539 Contact Person: Mr. Terry Way 402-323-7830