



Change of Immigration Status

Office of International Affairs

International Student and Scholar Services
Student Success Center 0300 (lower level)
Campus Box 1616 Edwardsville, IL 62026
Email: iss@siue.edu

H-4 to F-1

Considerations

1. You must maintain your current H-4 status until 30 days before the I-20 start date.
2. If your change of status is not approved by the program start date on your form I-20, you must contact your international student advisor at iss@siue.edu to discuss deferral of the program start date.
3. USCIS will notify you of their decision with Form I-797 Notice of Action. Please contact your international student advisor if you receive your I-797, a denial notice, requests for evidence, or any other updates to your application from USCIS.
4. Adjudication times vary. Check the most current estimates [here](#).
5. Do not travel outside of the U.S. while your application is pending. If you leave the country, USCIS will consider your application abandoned.

Procedure

A. Request a Change of Status I-20 from ISSS

- 1) Make an appointment with your immigration advisor to discuss change of status application eligibility and procedures by emailing iss@siue.edu.
- 2) Request a new I-20 by completing the [Change of Status I-20 Request Form](#). New students must be fully admitted to SIUE and have submitted financial documents to International Admissions before ISSS can issue your I-20.

B. Gather all materials for change of status application

1. A completed Form [I-539](#). Indicate in Part 2 that the purpose of the form is a change of status.
2. [Form G-1145](#)
3. Checks or money orders payable to *the Department of Homeland Security* for the I-539 filing fee and biometrics fee. Check for updated fee amounts [here](#).
4. Photocopy of the I-20 created for you by ISSS for the purpose of change of status which you have signed and dated.
5. Copies of your passport, visa, and [a printout of your I-94](#).
6. Copies of the H-1 holder's passport, visa, I-94, and Approval Notice (I-797).
7. A letter from the H-1 holder's employer verifying that the H-1 holder is in status.
8. Financial documentation showing [one year of tuition, fees, and living expenses](#).
 - a. If your sponsor is not your parent and is either a U.S. citizen or permanent resident, he or she must fill out a [Form I-134 Affidavit of Support](#).
9. A copy of your [I-901 SEVIS Fee](#) payment receipt. This can only be paid after your I-20 is issued.
10. A letter of explanation indicating why you want to change status. The letter should contain the following:
 - a. That you are requesting to change status from H-4 to F-1
 - b. Your signature at the bottom of the letter
 - c. The reason why you want to change status
 - d. That you have followed all of the H-4 regulations and are currently in status

C. Mail your application to USCIS

Once you receive your new change of status I-20, mail your change of status application with all required documents to the USCIS Service Center.

For U.S. Postal Service (USPS):

USCIS
PO Box 660166
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

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