



Office of International Programs  
 Student Success Center 0300 (lower level)  
 Campus Box 1616 Edwardsville, IL 62026-1616  
 Tel: (618) 650-3785 Fax: (618) 650-5099  
 Email: iss@siue.edu

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

Items Required	Notes
I-539 Form	Available online at: <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a> Please use the ISS address in Part 1 of the form which is SIUE, Box 1616, Edwardsville, IL, 62026-1616
\$370 check made payable to Dept. of Homeland Security	Please make sure to use the correct date and that the check is filled out correctly. Please spell out U.S. Department of Homeland Security. <b>Do not use initials "USDHS" or "DHS"</b>
Financial Statement for 1 year of study	Must be dated within the past 6 months
Copy of your U.S. Visa in your passport	Be sure the copy is legible
Copy of I-94 print out	<a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a>
Copy of your passport expiration page	Your passport should not be expired
Letter of Explanation indicating why you want to change status	The letter should contain: 1. That you are requesting to change from H-4 to F-1 2. Your signatures at the bottom of the letter 3. The reason why you want to change status 4. That you have followed all the H-4 regulations and are currently in status
Letter of verification that H-1b is currently employed	Letter indicating that the H1-b is currently employed as listed on the I-797 or a current paycheck stub.
Copy of H-1b's I-797A Approval Notice of Action	With I-94 attached at bottom
Copy of H-1b's Visa	
Copy of H-1b's passport expiration page	Your passport should not be expired
New I-20 Form	This will be issued by ISS office after you submit all your change of status documents to ISS
I-901 Fee Receipt (\$200 Fee)	Go to <a href="http://www.fmjfee.com">www.fmjfee.com</a> Can only be paid after I-20 is issued

Once you have collected all the documents and forms listed above please call ISS at 618-650-3785 to schedule an appointment with an advisor who will review your application and issue I-20. Retain copies of all documents sent to and received from USCIS.

**U.S. Postal Office  
 USCIS  
 P.O. Box 660166  
 Dallas, TX 75266**

**For Express Mail & Courier Deliveries  
 USCIS  
 Attn: I-539  
 2501 S State Highway 121 Business Suite 400  
 Lewisville, TX 75067**