



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-1b to F-1

Items Required	Notes
I-539 Form	Available online at: http://www.uscis.gov/files/form/i-539.pdf 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. Do not use initials "USDHS" or "DHS"
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	https://i94.cbp.dhs.gov/I94/request.html
Copy of your passport expiration page	Your passport should not be expired
Copy of any previous (H1-b) I797A Approval Notice of Action	From USCIS
Letter of Explanation indicating why you want to change status	The letter should contain: 1. That you are requesting to change from H-1b 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-1b regulations and are currently in status
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 www.fmjfee.com 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**