

Applying for a Change of Status From H-4 to F-1

Once you have been admitted to KU and received your I-20, submit form I-901 and pay the required \$200 SEVIS fee. A copy of the receipt verifying payment of the SEVIS fee must be included with your change of status application. The I-901 form, instructions fee payment options may be found at: <http://www.ice.gov/sevis/i901/index.htm>.

Send the following documents to:

USCIS California Service Center
P.O. Box 10539
Laguna Niguel, CA 92607-1053

- 1) \$300 Check or money order payable to U.S. Department of Homeland Security
- 2) USCIS Form I-539 (download from <http://www.uscis.gov/>; click on Immigration Forms tab; choose I-539).
- 3) Clear and obvious request for a specific effective date, if necessary or desired
- 4) New, original SEVIS I-20 (all 3 pages) – sign #11 on page 1
- 5) Photocopy of your I-901 SEVIS fee payment
- 6) Evidence of financial support. USCIS Form I-134 is recommended (download from <http://www.uscis.gov/>; click on Immigration Forms tab; choose I-134). Other evidence that *may* be sufficient: Past 4 months of bank statements (a letter from the bank is insufficient).
- 7) Photocopy of H-4's I-94 card
- 8) Photocopy of H-4 visa (or visa used to enter U.S.)
- 9) Photocopy of H-4's passport pages showing name, photo, date of birth, expiration date
- 10) Photocopy of H-1B's Approval Notice (Form I-797A) with I-94 attached at bottom
- 11) Photocopies of H-1B's visa and passport page(s)
- 12) Current letter verifying H-1B is still employed in position as approved in I-797 or at least a current paystub

As always, it is recommended that you keep copies of all documents that you send to or receive from the U.S. Citizenship and Immigration Service. ISSS also suggests that you mail the application in a manner that guarantees proof of delivery (e.g. certified and return receipt).

Processing Time

Processing times can be found at: <https://egov.uscis.gov/cris/isps/ptimes.jsp> Choose "California Service Center". Make note of the Processing Dates immediately above the top of the chart. Scroll down to Form I-539 and look for the appropriate basis for filing.

Example:

Service Center Processing Dates for **California Service Center** as of: **February 28, 2009**

Form	Title	Classification or Basis for Filing	Processing Timeframe
I-539	Application to Extend/Change Nonimmigrant	Status Change status to the F or M academic or vocational student categories	3 months

In this case, applications received on February 28, 2009, were taking approximately 3 months to process.

Online Status Check

The status of your application can be checked online with a receipt number:

<https://egov.uscis.gov/cris/jsps/index.jsp>

Moving/Change of Address

If you move or need to change the address written on the I-539 (where application receipt and approval notice will be sent) while your change of status application is pending:

- Notify USCIS at: <https://egov.uscis.gov/crisgwi/go?action=coa>
AND
- Notify ISSS

The U.S. Post Office will NOT forward any correspondence from USCIS even if you have a mail forwarding request on file.