



TEXAS SOUTHERN UNIVERSITY

Office of International Student Affairs
3100 Cleburne St., Houston, TX 77004
Ph: (713) 313-4229 / Fax: 713-313-4380

Change of Status to F-1 Application Checklist

Change of Status (COS) applicants must have a valid immigration status at the time of submitting their COS application. The following documents are required for a COS application to the U.S. Citizenship and Immigration Services (USCIS).

USCIS Application Packet Checklist:

- Proof of Academic Acceptance
- "Change of Status" I-20 issued by Texas Southern University
 - Sign page 1 of the I-20 before sending
- Form I-539
 - Form and instructions are available on the USCIS website: <https://www.uscis.gov/i-539>
 - Must be typed, do not hand write
 - Signature must be in blue ink
- Letter requesting change of status to F-1. Explain why you did not apply for a student visa before you entered the U.S. and why your intentions have changed since entering the U.S. You should include the dates you entered the U.S. and the date you were admitted to Texas Southern University.
- PHOTOCOPY of current visa stamp in passport
- PHOTOCOPY of passport page with the expiration date and photo
- I-94 Arrival/Departure Record Printout: <https://i94.cbp.dhs.gov/i94/#/home>
- Evidence of financial support (\$33,093.00) that is no more than 6 months old.
 - A bank statement from you or your family OR an offer of a Teaching or Graduate Assistantship.
- \$370 + \$85 Biometric Service Fee. Checks Payable To: U.S. Department of Homeland Security
 - Write your I-94 number and your date of birth on the front of the check in the memo section.
- \$200 SEVIS Fee Payment Receipt
 - SEVIS fee can be paid online at: www.FMJfee.com

You must mail all of the above items immediately by certified mail with return receipt requested to.

USCIS Dallas Lockbox facility:

For U.S. Postal Service:

ATTN: I-539

USCIS

P.O. Box 660166

Dallas, TX 75266

For Express mail and Courier Deliveries:

USCIS

ATTN: I-539

USCIS

2501 S. State Highway 121 Business #400

Lewisville, TX 75067