



UNIVERSITY CENTER FOR INTERNATIONAL EDUCATION (UCIE)

INSTRUCTIONS FOR CHANGE OF STATUS (COS)

Steps:

1. Meet with Steve Lyons in the UCIE regarding the COS process
2. Mail using Certified Mail (or some other traceable mail system) the [I-539](#) and supporting documentation below to:
 - U.S. Dept of Homeland Security
 - Citizenship and Immigration Services
 - Nebraska Service Center
 - P.O. Box 87539
 - Lincoln, NE 68501-7539
3. Supply the UCIE with a copy of the I-797 Notice of Action
4. Supply the UCIE with a copy of your COS I-20 as soon as it is approved

Checklist of items to send to Nebraska Service Center:

- ✓ Form [I-539](#) (Application to Change Nonimmigrant Status)
 - Completely filled out and signed
- ✓ Form I-539 fee
 - Money order made out to CIS in the amount of \$200
 - Memo section should say I-539 fee for {name of applicant}
- ✓ SEVIS fee receipt
 - \$100 paid by credit card
 - Pay fee at <http://www.FMJfee.com>
- ✓ COS I-20
 - 3 page form signed by Steve Lyons and student
- ✓ Photocopy of both sides of I-94
- ✓ Photocopy of Visa and Passport
- ✓ Photocopy of financial support documents
- ✓ Letter from student
 - A letter explaining why he or she wants to change status to F-1
 - Include a list of supporting documentation as well as your name and SEVIS number at the top of the letter

Special Notes:

Change from B-2 to F-1 - include in your letter that the intention to study in the U.S. arose after entering the United States in B-2 status

Change from a dependent status to F-1 status - you must provide documentation to establish validity of the principal visa holders status (copy of Visa, Passport, and I-94)

I-539 Form - <http://uscis.gov/graphics/formsfee/forms/i-539.htm>