Step 1. Provide the following to ISSS:

- **Original, current financial documents** showing adequate funds to pay for educational and living expenses. The most recent 4 months of original bank account statements are REQUIRED by USCIS (please convert to U.S. currency). Bank letters and online statements are not accepted by USCIS.

- **USCIS Form I-539** – Form available at: www.uscis.gov – click on “Immigration Forms,” scroll down to I-539, click on “Application to Extend/Change Non-immigrant Status.” Only submit the completed application pages. Form must be TYPED, not handwritten.

- ISSS will prepare an **original UWM I-20** after reviewing your financial documentation. The processing time for this I-20 is one week. After your I-20 is issued you may pay your I-901 Fee (see below).

Step 2. Prepare the following for your complete application:

- **Photocopies from your passport:** your photograph, all biographical information, expiration date, and your current U.S. visa only.

- **Photocopy of the front and back of your I-94 card.** This is the white card that should be stapled into your passport.

- **Photocopy of the approval notice of your current immigration status** if you previously changed your immigration status within the U.S.

- **Photocopies of the primary visa holder’s documents** if you are currently a dependent including passport, current U.S. visa, I-94 card (front & back), Approval Notice and/or I-20 if applicable.

- **Evidence of relationship to primary visa holder** if you are currently a dependent (example: copy of birth or marriage certificate and English translation of document if not in English)

- **A letter to the USCIS** explaining the following points: Why do you want to change your status? How have you been supporting yourself in your current status? How will you support yourself as an F-1? If you are currently in B-1 or B-2 status, also explain the following in your letter: What was your original intent for coming to the U.S. on a B-1 or B-2 visa? How and when did this intent change?

- **A personal check**, payable to Department of Homeland Security, for $290.00.

- **Form G-1145** -- available at: www.uscis.gov

- **Receipt of I-901 fee payment.** Fee can only be paid after ISSS has issued a new I-20. To learn more & pay the fee online, see https://www.fmjfee.com/index.jhtml

- **Mail your complete application via certified mail to:**
  
  For U.S. Postal Service:  For Express mail/courier deliveries:
  U.S. Citizenship and Immigration Services U.S. Citizenship and Immigration Services
  P.O. Box 660166 ATTN: I-539
  Dallas, TX 75266 2501 S. State Highway 121 Business
  Suite 400
  Lewisville, TX 75067

Please schedule an appointment with an immigration coordinator if you would like a comprehensive review of your complete application prior to submission. **Your application will only be reviewed when it is complete.**