Change of Status from F-1/F-2 to J-1 Scholar

This procedure takes approximately 3-4 months. The process cannot be expedited; however, you may stay in the U.S. to await the results. In a few weeks after you mail your application, you can expect to receive a “Notice of Action” document (acknowledgment of receipt). With the receipt number, you can track your “case status” at: www.uscis.gov.

The following documentation is needed:

1. Form I-539 found under “Forms” at www.uscis.gov
2. Original I-94 Departure Record
3. Copies:
   - your passport bio-information and expiration date
   - visa validation stamp
4. Original SEVIS DS-2019
5. Copies of all I-20 forms issued to you while in F-1/F-2 status
6. Filing fee as noted on the I-539 instructions
7. Evidence of financial funding
8. Receipt of I-901 SEVIS fee (Instructions for online payment at www.fmjfee.com)
9. If presently F-2, documentation from F-1 Spouse:
   - Copy of current I-20
   - Official Transcript
   - Letter from our office stating the begin date of the program and confirming maintaining status (See “Letter of Request”)

It is advisable to make copies of all papers submitted prior to mailing by certified mail (keep receipt).