



Change of Immigration Status

Office of International Affairs

International Student and Scholar Services
Student Success Center 0300 (lower level)
Campus Box 1616 Edwardsville, IL 62026
Email: iss@siue.edu

H-1B to F-1

Considerations

1. Your H-1 status ends immediately upon termination of your employment. To avoid a gap in status, it is safest to have the USCIS receipt for your change of status application before terminating employment.
2. If you are already unemployed, it will be up to the USCIS adjudicator to determine if you are eligible for a change of status.
3. If your change of status is not approved by the program start date on your form I-20, you must contact your international student advisor at iss@siue.edu to discuss deferral of the program start date.
4. USCIS will notify you of their decision with Form I-797 Notice of Action. Please contact your international student advisor if you receive your I-797, a denial notice, requests for evidence, or any other updates to your application from USCIS.
5. Adjudication times vary. Check the most current estimates [here](#).
6. Do not travel outside of the U.S. while your application is pending. If you leave the country, USCIS will consider your application abandoned.

Procedure

A. Request a Change of Status I-20 from ISSS

- 1) Make an appointment with your immigration advisor to discuss change of status application eligibility and procedures by emailing iss@siue.edu.
- 2) Request a new I-20 by completing the [Change of Status I-20 Request Form](#). New students must be fully admitted to SIUE and have submitted financial documents to International Admissions before ISSS can issue your I-20.

B. Gather all materials for change of status application

1. A completed Form [I-539](#). Indicate in Part 2 that the purpose of the form is a change of status.
2. [Form G-1145](#)
3. Checks or money orders payable to *the Department of Homeland Security* for the I-539 filing fee and biometrics fee. Check for updated fee amounts [here](#).
4. Photocopy of the I-20 created for you by ISSS for the purpose of change of status which you have signed and dated.
5. Copies of your passport, visa, and [a printout of your I-94](#).
6. Copies of any previous H-1B I797a Approval Notices of Action
7. Financial documentation showing [one year of tuition, fees, and living expenses](#) dated within the past 6 months.
 - a. If your sponsor is not your parent and is either a U.S. citizen or permanent resident, he or she must fill out a [Form I-134 Affidavit of Support](#).
8. A copy of your [I-901 SEVIS Fee](#) payment receipt. This can only be paid after your I-20 is issued.
9. A letter of explanation indicating why you want to change status. The letter should contain the following:
 - a. That you are requesting to change status from H-1B to F-1
 - b. Your signature at the bottom of the letter
 - c. The reason why you want to change status
 - d. That you have followed all of the H-1B regulations and are currently in status

C. Mail your application to USCIS

Once you receive your new change of status I-20, mail your change of status application with all required documents to the USCIS Service Center.

For U.S. Postal Service (USPS):

USCIS
PO Box 660166
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-539
2501 S. State Hwy. 121 Business Suite 400
Lewisville, TX 75067