

If you are currently in the U.S. in one nonimmigrant visa classification and want to change to J-1 scholar status while residing in the U.S., you must apply to US Citizenship & Immigration Services (USCIS) for the change of status. It is not necessary to obtain a new visa stamp until you need to re-enter the U.S. in your new status.

ELIGIBILITY: In order to change visa status, you must:

- Have been lawfully admitted to the U.S.
- Be maintaining a current valid non-immigrant status,
- File the change of status application in a timely fashion (before the current status expires).
- Individuals in J-2 status, who are subject to 212(e) 2-year home residency, are not eligible to apply for change of status to J-1 within the U.S. without first obtaining a waiver.
- Individuals attempting to change from one J-1 category to another (for example J-1 student to J-1 scholar) cannot use this process. See your exchange visitor sponsor for assistance.
- Individuals who entered the U.S. under the Visa Waiver Program (a green I-94 card issued at the port of entry) are NOT eligible for change of status within the U.S. under any circumstances.

PROCEDURES

Step 1 Obtain a SEVIS Form DS-2019 from WSU Global Services

Step 2 Pay the SEVIS I-901 Fee (\$180) to *U.S. Department of Homeland Security* and obtain a payment receipt using information from your DS-2019. For SEVIS I-901 Fee information go to www.fmjfee.com.

Prepare other required documents. (Refer to Required Documents on page 2.)

Step 3 Complete form I-539, include processing fee payment, and attach supporting documents listed on page two of these instructions. Meet with the international scholar advisor at *WSU Global Services* to review your application materials if you need assistance.

Step 4 Mail your complete application to USCIS.

For U.S. Postal:	For Express Mail or courier deliveries:
USCIS PO Box 660166 Dallas, TX 75266	USCIS Attn: I-539 2501 S. State Highway 121 Business Ste 400 Lewisville, TX 75067

If you have an out of state address, refer to the filing chart of Form I-539 to determine your Service Center.

Step 5 Once your application is received at the USCIS Service Center, a receipt notice is sent to the address you provided on Form I-539. With a receipt number found on the notice, you can check your application status at www.uscis.gov ► click on “Case Status Online.” USCIS may send you a “Request for Evidence” in case additional documentation is required prior to adjudication of your application. Contact Global Services advisor if you receive this and have any questions.

Step 6 When your J-1 status is approved, you will receive an approval notice letter/form I-797A. Keep this for your records.

Step 7 **Notify Global Services immediately of your J-1 status approval by providing a copy of Notice of Action, Form I-797A to the IP-GS office. Your J-1 record must be validated within 30 days of the program start date to be validated and remain active in SEVIS.**

WHILE YOUR APPLICATION IS PENDING

Q. Can I start my program?

A. You must maintain the status you are currently holding until you are formally approved for J-1, including the rules regulating employment for your category.

To report change of address on your pending application, call *USCIS National Customer Service Center* at 1-800-375-5283.



If you need assistance with a pending application, please report your case through Global Services Help Desk on-line at www.ip.wsu.edu/rd/help ► click on "Pending I-539 Change of Status Application."

CAUTION

If you depart the country while your application is pending, your application will be nullified.

DOCUMENTS for applications

- Photocopy of Certificate of Eligibility for Exchange Visitor (J-1) Status/form DS-2019 issued by WSU
- Photocopy of SEVIS I-901 Fee payment receipt.
- Completed Form I-539. (Available in PDF at www.uscis.gov/files/form/i-539.pdf)
- \$290 application fee. Personal check or money order payable to: Department of Homeland Security. Do not send cash.
- Document showing financial sufficiency to support your exchange program at WSU. For example: fellowship confirmation letter, employer letter, or bank statement.
- Letter from you, addressed to USCIS, requesting change of status. (Be sure to explain why the change is needed and why you did not enter the U.S. under J-1 status.)
- Photocopy of valid passport with most recent visa stamp.
- Photocopy of current I-94 print out from: <https://i94.cbp.dhs.gov/i94/request.html>.
- Copy of any other document showing current status such as an I-20 (for F-1 or F-2) if applicable.
- If in dependent status (i.e. F-2, H-4), provide a copy of principal's passport, I-94, visa stamp, I-20/DS-2019, etc.
- Copy of immigration documents of any dependents who will be changing status with you.

NEED HELP?

Please contact WSU Global Services at ip.globalservices@wsu.edu or (509) 335-4508.

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