



H4 TO F1: CHANGE OF STATUS

JSU Global International Student and Scholar Services will provide assistance in filing your application for change of status from H4 to F1. However, please be advised that we cannot guarantee the approval of your application. In order to change status while in the United States from an H-4 dependent to F-1 student, you and your H-1B spouse must be in the United States in valid H-4 and H-1B status **at the time you are requesting this change**. If you are currently an H-4 and changing status to F-1, you must maintain F-1 regulations by being admitted into a full-time academic program and registered fulltime each semester while application is pending.

DOCUMENTS NEEDED TO FILE FOR CHANGE OF STATUS

PART 1: In order to receive a new I-20 you must submit the following to JSU Global.

1. Form I-94
2. Original Passport
3. Original VISA
4. Financial verification (scholarship, bank statements, no greater that 3 months)
5. Jackson State University admissions letter

PART 2: The student must submit the following documents to USCIS.

- ✓ Completed for I-539 Form (<https://www.uscis.gov/sites/default/files/files/form/i-539.pdf>)
- ✓ A \$290.00 check or money order made payable to U.S Department of Homeland Security
- ✓ Written statement requesting change of status. The letter should contain:
 - That you are requesting to change from H-4 to F-1.
 - Your signatures at the bottom of the letter
 - The reason why you want to change status
 - That you have followed all the H-4 regulations and are currently in status
- ✓ Copy of Form I-20 signed and dated (This will be issued by JSU Global ISSS)
- ✓ Copy (both sides) of Form I-94 or printed (<https://i94.cbp.dhs.gov/I94/consent.html>)
- ✓ Financial verification (scholarship, bank statements, no greater that 3 months)
- ✓ Photocopy of your marriage license to prove relationship with H1B who is the principal visa holder
- ✓ Copy of H-1b's I-797A Approval Notice of Action
- ✓ Photocopy of H1B's bio passport page
- ✓ Photocopy of H1B's visa page and/or change of status/ status extension approval notice
- ✓ Photocopy of H1B's I-94 (front and back) or print out of I-94
- ✓ Photocopy of H1B's last three months' pay stubs and/or a letter from the H1B employer confirming current employment
- ✓ You must pay the SEVIS fee of \$200 prior to submitting your change of non-immigrant status application. (You can pay this fee on-line at <http://www.fmjfee.com>) Print Receipt.