

INSTRUCTIONS FOR CHANGE OF STATUS PACKET

Lakshmi,

Below are the instructions for the COS. Please call me if you have any questions prior to mailing the documents out. This is the order in which you need to mail your documents.

1. **Check**— Make a check in the amount of \$300 made to the order of the **Department of Homeland Security**
2. **Mailing Label**—Has your name and address at the bottom. I have already completed this for you
3. **I.539**—Original I.539 completed and make sure you have signed the document in the appropriate places
4. **ORIGINAL I.20**---Make SURE you send the ORIGINAL I.20 with your application. DO NOT keep the original I.20 otherwise your documents will be returned to you and will delay your application. Also, look over the I.20, verify it is accurate, and sign the bottom of page 1 (number 11).
5. **Personal Letter** --Make sure you write a personal statement indicating your reasons for changing status
6. **Graduate School Letter** --Copy is fine for this
7. **Bank statement** --You need to make SURE you obtain a better copy of the bank statement than the one you sent me. If you do not, your application will NOT be approved
8. **I.901 Payment** --Copy of your SEVIS I.901 payment
9. **Passport** --Copy of Passport
10. **Visa** --Copy of Visa
11. **I.94 Card** --Copy of I.94 card

12. After you have done this, make copies of EVERYTHING and send them to me via email. I do not want scanned copies of anything.

STAPLE THE PACKET IN THE UPPER LEFT HAND CORNER AND PUT IT ALL IN THE ENVELOPE I HAVE PROVIDED WITH the **Vermont Service Center's** ADDRESS.