

Procedure for Status Extension or Change: I-539

1. **Review Eligibility**
 - Ensure you are eligible to file Form I-539 for extension or change of status.
2. **Gather Required Documents**
 - Passport copy
 - I-94 record
 - Supporting evidence (financial, enrollment, etc.)
3. **Complete Form I-539**
 - Fill out the most recent version of Form I-539 from the USCIS website.
4. **Pay the Filing Fee**
 - Refer to the USCIS fee schedule for the current amount and acceptable payment methods.
5. **Mail the Application**
 - Send the completed form, supporting documents, and payment to the correct USCIS address.
6. **Wait for Receipt Notice**
 - USCIS will send a receipt notice (Form I-797C) confirming your application was received.
7. **Respond to Requests for Evidence (if any)**
 - Provide additional information if USCIS requests it.
8. **Receive Decision**
 - USCIS will notify you of the approval or denial of your extension/change of status.

Contact Information

For more information, visit the [USCIS I-539 page](#) or contact your International Student Office.

Questions or Comments: