



1. Pay the \$100 SEVIS I-901 fee at www.FMJfee.com.
If you have questions regarding this fee you can contact the SEVIS I-901 Help Desk at 1 (800) 892-4829.

2. Fill out the I-539 form available at <http://www.uscis.gov/files/form/i-539.pdf> and pay the I-539 fee.

3. Compile the following information. Keep copies of each document.
- Form I-539. Be sure to send all four pages and a check or money order for the I-539 fees.
 - The SEVIS I-20 sent in your application packet. Be sure to submit all three pages of the I-20. The form must also be signed by you and by a school official.
 - Proof of your SEVIS I-901 payment.
 - Your original I-94 (copy both sides).
 - A copy of your visa page, passport ID pages, and passport expiration date.
 - A photocopy of your financial support documents. (original copies might be requested by USCIS). This must state a bank balance of \$25,000 or higher.
 - If traveling with dependents, submit your dependent family member documentation.
 - A letter stating why you want to change to an F-1 Visa. Explain why you intend to study at UCSC Extension.

4. Send the above information to USCIS.
• If you are sending this packet via the US Postal Service, send it to:

USCIS California Service Center
P.O. Box 10765
Laguna Niguel, CA 92607-1076

Be sure to send this package with a return receipt option so that you have proof USCIS received your package.

• If you are sending this packet via a private courier (UPS, FedEx, etc), send it to:

USCIS California Service Center
24000 Avila Road 2nd Floor, Room 2312
Laguna Niguel, CA 92677

For more information about changing your visa status, visit:

U.S. Citizenship and Immigration Services:
<http://www.uscis.gov>

For more information on changing your immigrant status:
<http://www.uscis.gov/files/article/C2eng.pdf>