

CHANGE of STATUS to B1/B2

The following needs to be presented to the United States Citizenship & Immigration Services (USCIS):

1. Personal Letter titled “Dear Sir/Madam”

- Introduction: indicate your name, country of residence, and that you are requesting a change of your nonimmigrant visa classification to B1/B2 visitor in order to travel the U.S.
- Explanation that your stay in the U.S. will be temporary.

2. Financial documentation demonstrating your financial ability to pay for your basic living expenses while you travel the U.S.

- This is approximately \$1,000/month.
- Example, personal bank statement.

3. Copies of the following:

- Passport (valid 6 months beyond intended stay)
- Visa page(s)
- I-94 card
- OPT card if applicable.

4. Form I-539: <http://www.uscis.gov/files/form/i-539.pdf>

5. Form G-1145, E-Notification of Application

- Complete Form G-1145 if applicant wishes to receive electronic notification that their application has been accepted.

6. \$290 check or money order payable to USCIS

7. Mail the above documents to the USCIS service center found in the I-539 Instructions form.

