CHECKLIST FOR USCIS CHANGE OF STATUS INTO A, G, OR NATO

Applicant Name: _______________________________________

Embassy/Organization: ________________________________

Requested Change of Status from ___________ to ____________

To avoid any delays in processing your Change of Status, please make sure that you submit all of the required documents below. **You must include this check list with your COS package.**

Included in my Change of Status package:

___ Diplomatic Note / Organization Letter stipulating the applicant’s current visa category, and the requested new visa category

___ Form I-539 for principle applicant
   *(available at [www.uscis.gov](http://www.uscis.gov)).*

___ Form I-539A for each dependent
   *(available at [www.uscis.gov](http://www.uscis.gov)).*

___ Two originals of Form I-566 *(for each applicant)* endorsed by the Office of Protocol or OFM Accreditations (for A or G status) or Visa Office (for NATO or student military status or POE errors)

___ Valid passport and visa

___ Most recent I-94
   *(available at [https://i94.cbp.dhs.gov/I94/#/home](https://i94.cbp.dhs.gov/I94/#/home)).*

___ Principal’s PPT bio page, visa, and I-94 (if not applying with dependents)

___ One complete online DS-1648 confirmation page per applicant with recent photo uploaded
   *(photo requirements available at [https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html](https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos/photo-examples.html)).*

Failure to include these items will result in our inability to process your request.