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).

___ Form I-539A for each dependent
   (available at 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).

___ 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).

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