

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.