



Application for Change of Nonimmigrant Status from F-1 to F-2

To change your U.S. visa status, you can either:

- a) Travel out of the U.S., apply at a U.S. consulate for the new visa type, and re-enter the U.S. in the new status
- b) **OR** Apply for a change of status within the U.S. by sending an application to an immigration service center as described in this handout. To apply within the U.S. to change from F-1 student to F-2 dependent status, complete the application packet (available at the ISSS Office), and mail the items listed in the application to the United States Citizenship and Immigration Services (USCIS). Review your complete application with the advisor in the ISSS Office before you mail it to USCIS. USCIS will take approximately 1 to 3 months to approve your change of status application.

ITEMS IN APPLICATION TO the appropriate USCIS office as stated in the I-539 instructions:

- 1) A letter from you, requesting the change of status and explaining your circumstances and plans. It is recommended that the adviser at the ISSS Office look at your letter before you mail your packet to the USCIS.
- 2) Completed Form I-539, Application to Extend/Change Nonimmigrant Status (download this form from www.uscis.gov). The ISSS adviser can help you with items you don't understand; remember to fill out both sides of the form, answer questions in Part 4 item 3 on a separate page when necessary.
- 3) **APPLICATION FEE:** Check the I-539 form instructions for the appropriate fee amount. Please write your check or money order payable to the Department of Homeland Security. Write your I-94 admission number (if you have an electronic I-94 this can be obtained online) & the type of application you are requesting on your check or money order.
- 4) The dependent I-20 created for you by the ISSS Office (or other school if your spouse is not a RPI student). Send the original – not a copy.
- 5) Photocopies of your spouse's immigration documents:
 - ID page of her/his passport;
 - Page in passport showing expiration date if different than ID page;
 - F1 visa page;
 - I-20 (pages 1-3; the new I-20 including financial support for you as a dependent)
 - BOTH sides of the I-94 card (send a COPY, NOT the original!) or electronic I-94 printout.

6) Photocopies of your immigration documents:

- Your current (F1) I-20 (pages 1-3)
- the ID page of your passport;
- page in passport showing expiration date if different than ID page;
- your F1 visa page;
- BOTH sides of your I-94 card (send a COPY, NOT the original!) or electronic I-94 printout.

7) A photocopy of your marriage certificate (or official “family record”).

8) Financial documentation: evidence which supports section 8 on your I-20 (a personal or family bank Statements, assistantship) for your spouse’s support and yours.

Staple all of the items together (keep a copy for your records) and mail by certified mail to the appropriate USCIS address as stated in the I-539 instructions.

NOTE: After your I-20 and new I-94 are returned to you, bring them to the ISSS Office so we can make copies for our files. If you had an electronic I-94 then you will not receive a new I-94.