



Application to change your Nonimmigrant Status from F-2 to F-1

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-2 dependent status to F-1 student status, complete the application packet, and mail the items listed in the application to the United States Citizenship and Immigration Services (USCIS). Review your complete application with an ISSS advisor before you mail it to USCIS. USCIS will take approximately 1 to 3 months to approve your change of status application.

Please note: Your application to change from F-2 to F-1 student status MUST BE APPROVED before you may legally enroll in a degree program.

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

- 1) Receipt showing that you have paid the “SEVIS fee” which you can print when you pay the fee: www.FMJfee.com.
- 2) A letter from you, requesting the change of status and explaining your circumstances and plans. It is recommended that the ISSS adviser at your letter before you mail your packet to the USCIS.
- 3) 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 if necessary.
- 4) **APPLICATION FEE:** Check the I-539 form 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 & the type of application you are requesting on your check or money order.
- 5) Your RPI I-20. Send the original – not a copy. Sign your name on the bottom of page 1, Item 11.
- 6) Photocopies of your immigration documents:
 - Your current dependent (F-2) I-20 (pages 1-3);
 - The ID page of your passport;
 - Page in passport showing expiration date if different than ID page;
 - Your F2 visa page;
 - BOTH sides of your I-94 card (send a COPY, NOT the original!) or electronic I-94 printout.

7) 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);
- BOTH sides of the I-94 card (send a COPY, NOT the original!) or electronic I-94 printout.

8) Financial documentation: evidence which supports section 8 on your new I-20 (a personal or family bank statements and/or a letter from your department describing your assistantship).

Staple all of the items together (keep a copy for your records and give the ISSS Office a copy) and 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.