This handout should only be used as a guide on how to apply for a change of status application from U.S Citizenship and Immigration Services (USCIS). If you have questions about applying for a change to F-2 status, we recommend that you consult with an experienced immigration attorney so s/he may review your application before submitting it to USCIS.

- Original letter from your spouse’s school verifying that spouse is maintaining F-1 status
- CLEAR copy of your spouse’s (F-1) I-20 document
- CLEAR copy of your new (F-2) I-20 document showing your spouse’s name and information as the primary F-1 student
- CLEAR copy of page(s) containing the following in your spouse’s passport: the photograph, passport number, and expiration date
- CLEAR copy of your spouse’s F-1 visa or F-1 change of status approval notice from USCIS
- CLEAR copy of your spouse’s electronic I-94 record or I-94 card
- CLEAR copy of your Marriage Certificate (must be a certified English translation)
- Original letter from your school verifying that you are maintaining F-1 status
- CLEAR copy of your (F-1) I-20 document
- CLEAR copy of page(s) containing the following in your passport: the photograph, passport number, and expiration date
- CLEAR copy of your F-1 visa or F-1 change of status approval notice from USCIS
- CLEAR copy of your electronic I-94 record or I-94 card
- Original current financial documents verifying that your spouse has adequate funds to cover his/her educational expenses as well as living expenses for both of you for at least one academic year
- A completed Form I-539. You may download this form and its instructions from the USCIS website at: https://www.uscis.gov/i-539. Make sure that the address you list in the application is valid for at least the next 6 months since USCIS will send their response back to the address listed on your Form I-539.
- $290 Money Order payable to U.S. Department of Homeland Security (cash and personal checks are not accepted) Fee increases to $370 beginning December 23, 2016.

Do not send your original passport. You should mail your application by certified mail with return receipt to the following address:

USCIS
P.O. Box 660166
Dallas, TX 75266

See https://www.uscis.gov/i-539-addresses for more information

We recommend that you make a copy of your entire application for your own records. Expect to wait at least 90 to 120 days for a decision from USCIS to arrive at the address that you listed on your Form I-539. Processing time will depend on the current workload of USCIS. If you receive an approval decision from USCIS, please come into our office with your approval notice. We will make copies of the document to add to your student file and update our records accordingly.

You must not travel outside of the U.S. until you receive a decision on your change of status application. If you should leave the U.S. before USCIS decides on your case, your application will be considered abandoned. If you have questions about applying for a change to F-2 status, we recommend that you consult with an experienced immigration attorney so s/he may review your application before submitting it to USCIS.

**OBTAINING F-2 STATUS THROUGH TRAVEL** - If you would like to learn about the process of obtaining an F-2 visa from a U.S. Embassy or Consulate abroad, please call ISS at 312-362-8376 to schedule an appointment with your ISS advisor.