



This handout should only be used as a guide on how to apply for a change of status (COS) 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 COS application before submitting it to USCIS.

- ❑ Letter from **your spouse's school verifying** that spouse is maintaining F-1 status
- ❑ CLEAR copy of **your spouse's (F-1) I-20 form**
- ❑ CLEAR copy of **your new (F-2) I-20 form** showing your spouse's name and information as the primary F-1 student
- ❑ CLEAR copies of **your spouse's biographical passport page(s)** showing the validity date
- ❑ CLEAR copy of **your spouse's F-1 visa** or F-1 change of status (I-797) approval issued by USCIS
- ❑ CLEAR copy of **your spouse's I-94 card** (small white card in passport or printed electronic I-94 record: <https://i94.cbp.dhs.gov>)
- ❑ CLEAR copy of **your Marriage Certificate** (must be a certified English translation)
- ❑ Letter from **your school verifying** that you are maintaining F-1 status
- ❑ CLEAR copy of **your (F-1) I-20 form**
- ❑ CLEAR copies of your **biographical passport page(s)** showing the validity date
- ❑ CLEAR copy of **your F-1 visa** or F-1 change of status (I-797) approval notice issued by USCIS
- ❑ CLEAR copy of **your I-94 card** (small white card in passport or printed electronic I-94 record: <https://i94.cbp.dhs.gov>)
- ❑ CLEAR copies of **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
- ❑ **Completed and signed 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, and when applicants move, USCIS does not forward mail.
- ❑ Money order(s) payable to the **U.S. Department of Homeland Security** for the appropriate USCIS filing fee as well as the biometric fee. For the latest information, including the exact amounts, please visit USCIS link: <https://www.uscis.gov/i-539>

Mail your application to the appropriate USCIS service center (refer to USCIS website: <https://www.uscis.gov/i-539-addresses> for the correct address) using a **fast and trackable mailing service** like Priority Express, certified USPS mail, FedEx, UPS, or DHL. Please do not use regular USPS mail, as it may take too long and/or get lost in the mail. We recommend that you make a copy of your entire application for your own records. Please remember to track the delivery of your application.

We recommend that you make a copy of your entire application for your own records. Expect to wait about several months or longer for a decision from USCIS. Government processing times vary depending on USCIS workload. **When you receive an answer from USCIS, please contact your ISS advisor immediately.** If approved, please provide ISS with copies of your I-797 approval notice and I-94 card.

USCIS requires all Form I-539 applicants and co-applicants to attend an appointment, where biometrics such as fingerprints will be collected. For more information on how to prepare for your **biometric service appointment**, please review link: <https://www.uscis.gov/forms/forms-information/preparing-your-biometric-services-appointment>. Biometrics appointments will be scheduled at USCIS Application Support Centers (ACS). To find ACS closest to you please use this link: <https://egov.uscis.gov/office-locator/#/asc>

If you need to travel internationally while USCIS is processing your COS application, please consult with an immigration attorney before making travel arrangements. **If you leave the U.S. before USCIS decides on your case, your COS application will be considered abandoned and USCIS could deny it on that basis.** If you travel outside of the U.S. after USCIS approves your COS application to F-1 student, you will need to obtain an F-1 visa in your passport from the U.S. Consulate abroad before you will be able to travel back to the U.S. Please consult with your ISS advisor for details.