



This handout should *only be used as a guide* on how to apply for a change of status application from the 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 the USCIS.

- ❑ Original letter from your **spouse's school verifying** spouse is maintaining F-1 status
- ❑ CLEAR copy of your **spouse's I-20** document showing your name listed under dependent on page 4 of I-20
- ❑ CLEAR copy of **your spouse's I-94 card** (front & back of the I-94 - small white card in passport)
- ❑ CLEAR copy of pages containing the following in **your spouse's passport**: the photograph, passport number and expiration date, and most recently issued visa (if any)
- ❑ CLEAR copy of your **Marriage Certificate** (English translation)
- ❑ Original letter from **your school verifying** that you are currently maintaining your F-1 status
- ❑ **ORIGINAL I-94 card** (small white card in passport)
- ❑ CLEAR copy of pages containing the following in **your passport**: the photograph, passport number and expiration date, and most recently issued visa (if any)
- ❑ Original **current financial documents** verifying your spouse has adequate funds to cover his/her educational expenses as well as living expenses for both of you for one academic year
- ❑ A **completed I-539**. Complete the attached form. Complete the supplement only if you have a dependent spouse and/or child. 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 Form I-539. You may also download this form from the USCIS website at www.uscis.gov
- ❑ **\$ 290 Money Order** payable to U.S. Department of Homeland Security (Personal checks are not accepted)
- ❑ **Evidence of Eligibility** - you must also submit additional documents to show that you have lawfully maintained your current non-immigrant status. See below for your current status and submit all of the additional corresponding documents required.

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

We recommend that you make a copy of your entire application for your own records. Expect to wait about 90-120 days for a decision from USCIS to arrive at the address that you listed on the I-539 form. Processing time will depend on the workload of the USCIS. When you receive an answer from USCIS, please come into our office with your processed/stamped I-20 and I-94 card. We will make copies of the documents to add to your student file and update our records.

You must not travel outside of the U.S. until you receive an answer to 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 the INS.

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. consulate or embassy, please call the OISS at 312-362-8376 to schedule an appointment with an advisor.