

Change of Status from F-1 to F-2*

Please read before proceeding:

This checklist includes recommended items for F-2 visa holders filing a Form I-539 petition to change status to F-1 student. This checklist is for assistance only, not legal advice. Additional information from USCIS may be found here: <https://www.uscis.gov/i-539>. *F-2 visa holders cannot attend school full-time, or work in the United States, after a change of status has been granted by USCIS.

Item Required	Notes
Form G-1145	Available at: https://www.uscis.gov/g-1145 .
Form I-539	File Online: https://www.uscis.gov/i539online , or apply by mail and download and save the pdf form: https://www.uscis.gov/i-539 .
Form I-539 Processing Fee: \$370.00	If you file <u>online</u> , you may pay by credit or debit card, or if you file by mail, you may write a check or money order. Payment must be made out exactly as written here: U.S. Department of Homeland Security (Do not abbreviate as USDHS or DHS. Your check will be denied and your application will be returned.)
Biometric Service Fee: \$85.00	If you file <u>online</u> , you may pay by credit or debit card, or if you file by mail, you may write a check or money order. Payment must be made out exactly as written here: U.S. Department of Homeland Security (Do not abbreviate as USDHS or DHS. Your check will be denied and your application will be returned.)
New Form F-2 I-20	This will be issued by ISS.
All current and previous Form I-20s for you and your F-1 spouse/parent	Please bring photocopies of all I-20s for you and your F-1 spouse/parent, even expired I-20s.
I-94 Record printout for you and F-1 spouse/parent	Accessible at www.cbp.gov/i94 .
Financial Statement	-Statement must cover one full year of tuition, fees, living expenses. -Statement must be current within the last 6 months. -Show proof of finances to support F-2 dependent.
Valid Passport for you and your F-1 spouse/parent	Passport photocopy from your home country.
U.S. Visa stamp for you and your F-1 spouse/parent	Valid photocopy of F-2 and F-1 visa stamps for both F-2 and F-1.
Previous I-797A Notice of Approvals	Receipt Notice from USCIS (if applicable).
Letter of Explanation	Letter should include: -Your current U.S. address and phone number; Your request for change of status from F-1 to F-2; The reason for your request. Signature of both

	you and the primary F-1 spouse/parent with printed names beneath each signature.
Marriage Certificate or Birth Certificate	F-2 spouse will require a marriage certificate and F-2 children will require birth certificates. If this is in your native language please contact ISS to find out options for translation to English.

Once you have completed the Form I-539, Letter of Explanation, and gathered all remaining documents, please contact the International Students and Scholars (ISS) office by email issinfo@siu.edu, or by phone (618) 453-5774, to schedule an appointment.

Where to file Form I-539 when applying by mail:

For **U.S. Postal Service** (including US Postal Service Express mail):

**USCIS
P.O. Box 660166
Dallas, TX 75266**

The U.S. Postal Service is the only service that delivers to a P.O. Box address. We recommend that you use a trackable mailing method so that you have delivery confirmation of your application. If you send your application with a method that requires a signature upon delivery, use the express mail and courier deliveries address below.

For express mail and courier deliveries (e.g., UPS, FedEx, DHL, etc.):

**USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067**

Remember to retain a photocopy of all items for your record prior to submitting the petition.

If your change of status is pending with USCIS and you later decide to leave the U.S., your change of status is considered to have been abandoned. Contact the ISS office if you plan to travel while your petition is pending.