



East Central University

<u>Change of Status</u>

F2 Dependent to F1 Student

To file change of non-immigrant status from a F-2 Dependent to F-1 Student review and complete the following procedure. Note: As immigration regulations and fees are subject to change, applicants are advised to verify the accuracy of filing procedures and costs by visiting the USCIS website <a href="https://www.uscis.gov/">https://www.uscis.gov/</a> directly.

**NOTE:** This procedure, if approved, just changes your status. If you travel outside the US after your change of status is approved, your will need to apply for a F-1 visa stamp in your passport.

You MUST provide the International Office with a copy of anything that you receive from USCIS, whether it is a request for additional information or the approval notice, showing that your status has been changed to F-1!

## **APPLICATION PROCEDURE**

PART #1: In addition to the other required admission documents also send the following to ISPS:

- **1.** Completed Form I-20 Application (attached below)
- 2. Form I-94 (You can obtain your electronic I-94 at the Customs Border Patrol website https://i94.cbp.dhs.gov/l94/request.html)
- **3.** Original Form I-20 and Passport (unexpired)
- **4.** Financial verification *(valid within last 6 months)* (i.e., official, original bank letter and bank statement showing that the minimum estimate of expenses is covered. See below)

PART #2: Once accepted to ECU, send the following documents to the USCIS lockbox to file your change of status:

- 1. Completed Form I-539 (obtain from USCIS website here <a href="http://www.uscis.gov/portal/site/uscis">http://www.uscis.gov/portal/site/uscis</a>, type I539 in search bar)
- 2. Check or money order for filing fee made payable to "Department of Homeland Security"
- 3. Copy of dependent F-2 Form I-20 & Original ECU issued Initial F-1Form I-20 (signed by you)
- 4. Copy of identification page in passport for both you and spouse (or parent) & F-1 Visa stamp page
- 5. Copy of Form I-94 for both you and spouse (or parent) if not electronic card then copy both sides
- **6.** Copy of your SEVIS I-901 Fee receipt (obtain from USCIS website here <a href="https://www.fmjfee.com/i901fee/index.jsp">https://www.fmjfee.com/i901fee/index.jsp</a>)
- 7. A letter from you explaining why you want to apply for a change of status
- **8.** Documentation which verifies the source and amount of financial support (i.e., official, original bank letter and bank statement showing that the minimum estimate of expenses for the primary student + cost of dependent is covered.). Refer to the <a href="International Application">International Application</a>
  Packet for the current estimated cost to attend amounts.

PART #3: Send the documents from PART #2 by certified mail to either:

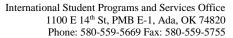
For U.S. Postal Service (USPS) Deliveries:

For Express Mail and Courier Deliveries:

USCIS PO Box 660166 Dallas, TX 75266

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

**NOTE:** It may take up to 6 months to get a response from USCIS. You must provide ISPS with a copy of <u>anything</u> you receive from USCIS. You can check your status at <a href="http://www.uscis.gov/portal/site/uscis">http://www.uscis.gov/portal/site/uscis</a> with your receipt number.





## East Central University <u>Application for I-20</u>

EAS	ON FOR NEW I-20 (Please che	ck all that	apply):						
	Entry to Regain Status *								
	Reinstatement Within the U.S. *								
	Change of Immigration Status *								
	□F-2 to F-1 □F-1 to F-2 □B-1	/B-2 to F-1	□F-1 to l	B-1/B-2					
	Expected Start Date:								
	Change of Program Level								
	From:To	:							
	Pursuing Second Degree Program *								
	New Program Name:		New F	rogram Start Date:					
	Expected Graduation Date:		(Proc	of of Admission must b	e attached)				
	Program Extension *								
	Reason for Extension:	New Program End Date:							
	Other:				_				
	Dependents* (Please write dependents name below ONLY if you are requesting an I-20 for your dependent(s), <u>AND BRING PROOF OF RELATIONSHIP</u> , <u>SUCH AS MARRIAGE CERTIFICATE</u> , <u>BIRTH CERTIFICATE</u> .								
Last Name	First Middle Name Name	Date o	f Birth	Country of Birth	Country of Citizenship	Relationship			

(\*) Asterisk indicates that new financial documentation is required if current financial documentation is more than 6 months old.

## PLEASE COMPLETE PAGE 2 OF THIS FORM

PERSONAL DATA								
Visa Type:	ECU Email:							
SEVIS ID (From I-20):	ECU ID:							
Please Check:  Mr. Mrs. Gender:  Dr. Ms.	Date of Birth (Month/Day/Year):							
Country of Citizenship:	Country of Birth:							
Last Name:	First Name:			Middle Name:				
Current Degree Program:								
Major:	Academic Department:							
Program Start Date:	Program End Date:							
FINANCIAL RESOURCES (If Required, Marked by Asterisks * on Page 1)								
Student Personal Funds:	Funds From This School: (Scholarships, Assistantships, etc.)							
Funds From Other Sources: (Specify Source)	On Campus Employment:							
FORGEIN ADDRESS								
Street:								
City:	Province:							
Postal Code/ Zip Code:	Country:							
U.S. ADDRESS								
Street:								
City: State:			Zip Code:					
TELEPHONE								
Home:	Work:		Mobile:					
I will pick up I-20 Student's signature:Date:								