

## East Central University <u>Change of Status</u> <u>F1 Student to F2 Dependent</u>

In order to change from a Student to Dependent status, your F-1 spouse must be in the United States in valid F-1 status at the time you are requesting this change. Once the below ECU documents are completed an "Initial" I-20 will be issued to the dependent for filing with USCIS.

**NOTE:** If you are traveling outside of the U.S., you can accomplish the change by taking a dependent I-20 and obtain an F-2 Visa at a U.S. Consulate for re-entry to the U.S. All documents normally required for a visa will be required (i.e. valid passport, financial verification and proof of relationship to F-1 student i.e., marriage certificate).

## <u>APPLICATION PROCEDURE</u>

PART #1: Make an appointment and bring the following to ISPS:

- 1. Completed Form I-20 Application (attached below)
- 2. Form I-94 (If you entered the U.S. after April 26, 2013 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.** Copy of your marriage certificate (English translation required)
- **5.** Financial verification *(valid within last 6 months)* (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. See below)

PART #2: The student who is applying for dependent status must send the following documents to the lockbox

- 1. Completed Form I-539 (obtain from USCIS website here http://www.uscis.gov/portal/site/uscis, type I539 in search bar)
- 2. \$290.00 check or money order made payable to "Department of Homeland Security"
- **3.** Copy of your marriage certificate (English translation required)
- **4.** Copy of <u>dependent's</u> Form I-94, F-1 Form I-20, <u>Original ECU issued dependent Initial Form I-20</u>, and passport data pages
- 5. Copy of primary F-1 student's Form I-94, Form I-20, and passport data pages
- **6.** 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. See below)
  - Undergraduates must show minimum of at least \$17,730 + \$4,616 = \$22,346
  - Graduates must show minimum of at least \$16,698 + \$4,616 = \$21,314

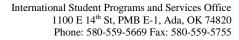
PART #3: Send the documents from PART #2 by certified mail to either:

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. If you have not received an answer after 4 months from the date the application was received by USCIS, speak with an adviser in ISPS Office. 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>

EASON FOR NEW I-20 (Please check all that apply):							
	Entry to Regain Status *						
	Reinstatement Within the U.S. *						
	Change of Major *						
	New Major:	Session Start Date	:				
	Expected Graduation Date:						
	Change of Program Level						
	From:To:						
	Pursuing Second Degree Program *						
	New Program Name:	New F	rogram Start Date:				
	Expected Graduation Date:	(Proc	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 of Birth	Country of Birth	Country of Citizenship	Relationship		
		<del> </del>		<del> </del>			

(\*) 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:       □ M         □ Mr.       □ Mrs.         □ Dr.       □ Ms.	Iale emale	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 <b>Student's signature</b> :			Date:				
ISPS Director:Date:							