



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: 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: 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/194/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: Send the following documents to the USCIS lockbox to file your change of status:

- 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 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 receipt for \$200 SEVIS I-901 Fee (obtain from USCIS website here https://www.fmjfee.com/i901fee/index.jsp)
- 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. See below)
 - Undergraduates must show minimum of at least \$16,678 + \$4,454 = \$21,132
 - Graduates must show minimum of at least \$15,716 + \$4,454 = \$20,170

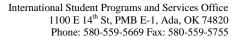
PART #3: Send the documents from PART #2 by certified mail to either:

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 http://www.uscis.gov/portal/site/uscis with your receipt number.





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

EAS	ON FOR NEW I-20 (Please ched	k all that apply):	:				
	Entry to Regain Status *						
	Reinstatement Within the U.S. *						
	Change of Major *						
	New Major:						
	Expected Graduation Date:						
	Change of Program Level						
	From:						
	Pursuing Second Degree Program *						
	New Program Name:New Program Start Date:						
	Expected Graduation Date:	(Proc	of of Admission must b	e attached)			
	Program Extension *						
	Reason for Extension:	New P	rogram 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> . SUCH AS MARRIAGE CERTIFICATE. <u>BIRTH CERTIFICATE</u> .						
Last Name	First Middle Name Name	Date of 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: ☐ Male ☐ Dr. ☐ Ms. ☐ Gender: ☐ Female		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:				
ISPS Director:Date:							