



## East Central University

### Change of Status

### 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/i94/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-1 Form 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.fmiffee.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:**

USCIS  
PO Box 660166  
Dallas, TX 75266

**For Express Mail and Courier Deliveries:**

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 **anything** you receive from USCIS. You can check your status at <http://www.uscis.gov/portal/site/uscis> with your receipt number.



## East Central University Application for I-20

**REASON 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 Program Start Date: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ (Proof of Admission must be 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), **AND BRING PROOF OF RELATIONSHIP. SUCH AS MARRIAGE CERTIFICATE, BIRTH CERTIFICATE, ETC.**)

Last Name	First Name	Middle 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**

<b>Visa Type:</b>		<b>ECU Email:</b>	
<b>SEVIS ID (From I-20):</b>		<b>ECU ID:</b>	
<b>Please Check:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms.	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth (Month/Day/Year):</b>	
<b>Country of Citizenship:</b>		<b>Country of Birth:</b>	

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
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**Current Degree Program:**

<b>Major:</b>	<b>Academic Department:</b>
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<b>Program Start Date:</b>	<b>Program End Date:</b>
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**FINANCIAL RESOURCES (If Required, Marked by Asterisks \* on Page 1)**

<b>Student Personal Funds:</b>	<b>Funds From This School:</b> (Scholarships, Assistantships, etc.)
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<b>Funds From Other Sources:</b> (Specify Source)	<b>On Campus Employment:</b>
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**FORGEIN ADDRESS**

<b>Street:</b>	
<b>City:</b>	<b>Province:</b>
<b>Postal Code/ Zip Code:</b>	<b>Country:</b>

**U.S. ADDRESS**

<b>Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

**TELEPHONE**

<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
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I will pick up I-20 **Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ISPS Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_