APPLICATION FOR CHANGE OF STATUS FROM F-1 STUDENT TO F-2

An F-1 student currently studying in the U.S. may change immigration status to F-2 (dependent of an F-1) provided that: (1) the F-1 who wishes to change to F-2 status is currently maintaining proper F-1 status and (2) the F-1 spouse for whom the student will be an F-2 dependent is currently maintaining F-1 status and can prove that he/she has the finances necessary to support the F-2. The student wishing to change to F-2 status must do so with the assistance of the visa sponsor of the F-1 spouse since the F-2 will need to obtain an I-20 from that institution. For those requesting a change of status to F-2 as a dependent of a Rutgers F-1 student, Rutgers requires $5,000 in additional support for the F-2 spouse. Students are urged to meet with their international student adviser for assistance with the change of status application.

Note: Students in F-2 status may not enroll in a course of study or work.

To prepare your application, complete the steps outlined below, as appropriate for your situation:

1. The F-1 student should contact the Center to set up an initial appointment with the assigned International Student Adviser (ISA) to discuss the procedure. Depending on eligibility, you may be required to mail your application to USCIS or you may be eligible to apply using USCIS ELIS, USCIS’s electronic filing system.

2. If filing a paper application, complete Form I-539 to the extent possible.
   If filing using USCIS ELIS, create an account in ELIS and complete the application to the extent possible.

3. Gather the items listed on the Change of Status Application Check-List (available on page 2 of this handout) and make another appointment with the ISA at the Center to review the application materials and to answer any further questions. Bring the application and supporting documents with you when you come to meet with your ISA.

To be left with ISA for issuance of the new F-2 I-20:

- Evidence of financial support, as per the Center’s Proof of Financial Support handout.
- Evidence that the Rutgers F-1 has purchased or applied to purchase the required health insurance for the F-2 applicant and any other dependents (e.g., children under 21) who will be changing status with you.

4. Your international student adviser will review all documents and keep what is needed to issue your new I-20. You will receive an email when the I-20 is ready (this process can take up to 2 weeks).

5. After this you should come during your ISA’s walk-in hours to have your application reviewed one last time.

6. Once your application has been reviewed, follow the “mailing instructions” on the page 2 of this handout if applying by mail. If applying by USCIS ELIS, upload ALL supporting documents, pay the filing fee electronically and submit your completed application.
Change of Status Application Check-List

- The filing fee. If filing by mail, this will be a check made payable to “U.S. Department of Homeland Security”. Note: If the check is from someone other than the person applying for change of status, on the bottom left corner of the check include the name and SEVIS ID number of the person who is applying for the change of status. More information about the filing fee can be found on the USCIS website at: www.uscis.gov/i-539. If filing electronically, the payment will be made online using USCIS ELIS.

- A personal statement/cover letter, written to the USCIS adjudication officer, in which you explain why you are requesting a change to F-1 status. You will find a sample change of status personal statement/cover letter on page 3.

- Evidence of financial support, as per the Center’s Proof of Financial Support handout. If the sponsor is a U.S. citizen, he/she will need to complete a form I-134, Affidavit of Support: www.uscis.gov/i-134.

- Photocopies of the applicant’s immigration documents, including the I-94 (front & back if paper, or a printout of the electronic I-94 from https://i94.cbp.dhs.gov/I94/request.html), passport biographical pages, & visa stamp.

- Photocopies of all immigration documents of the person from whom the applicant’s dependent status will be derived (i.e., spouse), including the I-94 (front & back if paper, or a printout of the electronic I-94 from. https://i94.cbp.dhs.gov/I94/request.html), passport biographical information pages, visa stamp, I-20, funding and transcript or job letter and recent pay-stubs, if applicable.

- A copy of your marriage license or other proof of relation to this person

- Photocopy of your transcript and EAD card, if applicable

- Evidence that the Rutgers F-1 has purchased or applied to purchase the required health insurance for the F-2 applicant and any other dependents (e.g., children under 21) who will be changing status with you

Mailing Instructions (if filing by mail)

- Form G-1145 for E-Notification that your application has been received: http://www.uscis.gov/files/form/g-1145.pdf. The E-Notification is NOT the official USCIS receipt notice.
- Assemble your application package for submission to U.S. Citizenship and Immigration Services (USCIS) based on the Change of Status Application Check-List.

We urge you to COPY ALL DOCUMENTS AND FORMS before mailing your application to USCIS.

Instructions if applying by mail:

<table>
<thead>
<tr>
<th>For US Postal Service Mail Deliveries (e.g. 1st class, Priority, Express):</th>
<th>For Express Mail and Courier Service Deliveries (e.g. FedEx, DHL):</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Citizenship and Immigration Services</td>
<td>U.S. Citizenship and Immigration Services</td>
</tr>
<tr>
<td>PO Box 660166</td>
<td>ATTN: I-539</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business, Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

You will receive a receipt with a tracking number in a couple of weeks, and usually, a notice of approval in 1-3 months. A change of status approval consists of a Notice of Action (I-797), which includes a new I-94. You MUST notify the Center for Global Services when you receive your change of status approval. You can do this by coming to the Center with your I-797 or by mailing or faxing a copy of it to the Center.

Remember to notify your F-1 visa sponsor that you are no longer in F-1 status once your change of status to F-2 is approved!
Sample Change of Status Personal Statement/ Cover Letter

Dear U.S. Department of Homeland Security Official:

I am currently in the U.S. holding a _____ visa and would like permission to change my visa to F-1 student. I entered the U.S. in a non-student status in order to __________________ (describe your activity/intention at the time of entry.) I decided to apply for admission to Rutgers University in _______________ (month/year) and was admitted for graduate/undergraduate study in _______________ (month/year).

I intend to enroll full-time and would like to complete my (BA/MS/PhD) degree in _______________ to _______________________. I do not wish to leave the US at the present time to change my status because I would suffer the following hardship: _____________________

Please find my I-539 application, I-20, I-94, and supporting materials.

I fully intend to abide by all regulations governing the F-1 status. After the completion of my program of study I expect to return to my home country and apply the knowledge gained towards _______________

Your assistance and prompt attention to this matter is appreciated.

Sincerely,

(Signature)