

## Change of Status from F-1 to F-2:

Please review the [Change of Status instructions](#) and gather the following documents in addition to any other documents indicated in the instructions.

- [G-1145, E-Notification of Application/Petition Acceptance](#) (if you wish to receive an email and/or text message informing you that USCIS has accepted your application or petition.)
- [Form I-539](#): "Application to Extend/Change Nonimmigrant Status"
- Application Fee of \$300 (Check should be payable to the "USCIS". Write the 11-digit "admission number" from your I-94 on the front of the check.
- A cover letter from you addressed to the USCIS requesting the change of status from F-1 to F-2 and explaining your circumstances. Include why you entered the U.S. as an F-1 student, why and how your intentions changed after arrival in the U.S. and any other relevant information.
- Your original, new dependent I-20 received from the Office of International Education
- A photocopy of your financial documentation (bank statements etc equivalent to estimate of cumulative expenses for the F-1 primary and dependents indicated in items 7 and 8 of the new dependent I-20)
- A photocopy of all of your previous F-1 I-20's
- Your original I-94 card
- A photocopy of your passport biographic / picture page and expiration date page
- A photocopy of your visa stamp
- A photocopy of your marriage certificate (or official "family record")
- A photocopy of your spouse's current I-20 and all previous I-20's
- Photocopies of your spouse's passport biographic / picture page, visa stamp, and front and back of his/her I-94 card

*Please make a photocopy of your entire application and supporting documents for your files before sending them to the USCIS.*

To submit your application, review the [Change of Status instructions](#) to determine the appropriate mailing address. In most cases, applications will be mailed to the Texas Lockbox:

For U.S. Postal Service:

**USCIS**  
P.O. Box 660166  
Dallas, TX 75266

For Express mail and courier deliveries:

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

When you receive a response from the USCIS, please report the outcome to the Office of International Education. Scan and email (to [cmsalter@esf.edu](mailto:cmsalter@esf.edu)) or submit a photocopy of your I-20, I-797 Approval Notice, and new I-94 card to the Office of International Education.