

## **I-539 Application / Request for change of visa status to F-2**

The following checklist is to help you with assembling your application packet. Include all documents in the order given below.

### **Checklist:**

- Application fee of \$370.00 and a biometrics fee of \$85.00** made *payable to the Department of Homeland Security*, in the form of a **check** or **money order**
- Completed Original I-539 form** (send original to USCIS, keep copy for your records)
- I-94 Record**
  - If you have an I-94 card, send the *original* card (keep a copy of front and back of I-94 card for your records)
  - If you have an electronic I-94, send the printout from the CBP website which you can obtain at [www.cbp.gov/I94](http://www.cbp.gov/I94)
- Copy of new Form I-20** for F-2 dependent (keep the original)
  - Remember to have the primary F1 print his/her name, sign his/her name, and date the original I-20 at item #11
- Proof of financial support** showing that the primary F1 is able to support the dependent F2 financially
  - Copies of recent financial statements are acceptable and should be in English
  - We recommend that you send 3 months' worth of recent bank statements
- Copies from your passport:** expiration date, identity page, U.S. visa page, and most recent U.S. entry stamp
- Proof of your current lawful status** showing your *current* visa category and any supporting documents
- Proof Marriage to the Primary F1** (Copy of the marriage certificate)
  - If the marriage certificate is in a language other than English, also include a notarized translation
- Copies of the Primary F1 visa holder's documents** (to reflect the primary F1 visa holder's legal status)
  - Include photocopies of all that apply from the list below:
    - Most recent I-20 for the F1
    - His/her I-94 record (either copy of card or electronic printout)
    - His/her passport identity page, U.S. visa page, and most recent U.S. entry stamp
    - If F1 is on OPT, include copy of the EAD card
- Letter of explanation** that briefly explains why you would like to change status to F2
  - The letter is optional. However, a supportive letter can help USCIS in the adjudication of the application.

### **Mailing Address:**

Once your packet is complete, mail it to the USCIS Dallas Lockbox address by USPS certified mail (or USPS express mail). Be sure to keep the tracking number for your records. I am including a preaddressed envelope along with your I-20.

USCIS DALLAS LOCKBOX  
P.O. BOX 660166  
DALLAS, TX 75266

### **Notice of Action and Decision Notice:**

Once USCIS receives your application, a Notice of Action (NOA) will be mailed to you giving your case number. Within a few months, your decision notice will be mailed to you. Please provide your International Student Advisor at UFIC with a copy of your NOA and decision notice as soon as you receive them. Please note that this type of application can take from 3 to 6 months to adjudicate.

### **Change of Address:**

If you need to move from your current place of residence and have not yet received your NOA or your decision notice, be sure to update your address with USCIS by completing the online AR-11 Change of Address Form:

<https://egov.uscis.gov/crisgwi/go?action=coa.Terms>

Failure to complete the AR-11 can lead to your documents being mailed to the wrong place. If your documents get lost in the mail, USCIS may charge a fee for sending duplicate documents. It may also further delay the processing time for your application.