



**Marywood**  
UNIVERSITY  
*Lead On.*

**Office of the Registrar  
Designated School Official for  
Nonimmigrant Matters**

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Scranton, PA 18509  
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**CHANGE OF STATUS to F-2**

**Overview of Change of Status to F-2**

- An F-2 dependent is a nonimmigrant spouse or unmarried minor (under 21) child of an F-1 student.
- A person of any non-immigrant status except C, D, K, or M (and in some cases J), and except those who entered the United States under the terms of the Visa Waiver Program, can apply for a change to F-2 status if he/she has maintained lawful non-immigrant status up to the time of application.
- F-2 spouse may not engage in full-time study.
- Part-time study for an F-2 spouse is permitted only to the extent that it is avocational or recreational in nature.
- F-2 children may only engage in full-time study at the K-12 level (kindergarten through twelfth grade).

**Student Information**

\_\_\_\_\_  
Last Name (Surname)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

(\_\_\_\_\_) \_\_\_\_\_  
Preferred Contact Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Student ID Number

**Checklist of Required Documentation**

- Completed Form I-539 (available at www.uscis.gov) Do not sign or date the form until your appointment with our office.
- Copy of the entire Form F-2 I-20 with your signature on item #11.
- A one page cover letter requesting the change of status to F-2. This letter should include a brief explanation regarding why you wish to change to F-2 status. You should also list the documentation you are including in your application.
- Evidence of financial support. This is most commonly the Certification of Finances form with an accompanying bank statement. Also include evidence of support from Marywood University (if applicable).
- Copy of your current I-94 card.
- Copy of your passport ID pages including your photo, passport expiration date, and passport number.
- Copy of your current visa page (except Canadians).
- Copy of your F-1 spouse's/parent's immigration documents.
- Proof of your relationship with your F-1 spouse/parent (e.g. copy of marriage certificate or birth certificate)
- Check or money order made payable to U.S. Department of Homeland Security for the stated application fee (see form I-539).

**Student Certification**

I affirm that I have read and understand the request information and instructions and certify that the information I have provided is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Office Use Only**

Initials: \_\_\_\_\_

Date Processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

## APPLICATION PROCESS

- Print and review Form I-539 found on the USCIS website referenced on the reverse of this form.
- Fill out the reverse of this form and submit it when you meet with our office.
- Fill out Form I-539 found at [www.uscis.gov](http://www.uscis.gov) (see below for more information).
- Schedule an appointment with our office to review your application and supporting documents. You will also receive a new Form I 20 noting your request for a change of status.
- After our office has reviewed your application and supporting documents, send it to USCIS via express mail using the address found in the directions for form I-539.
- In three to four weeks, you will receive a receipt notice from USCIS stating that your application is under review.
- In 60 to 90 days from the date the application is received by USCIS, you will receive your approval notice, I-797 (if approved).

## GUIDELINES FOR COMPLETION OF FORM I-539

***All information should be typed before the form is printed.***

- Part 1: Biographical Information
- Part 2 (1): Check box "B" and write F-2 for the status you are requesting.
- Part 2 (2): Check box "A".
- Part 3 (1): The date entered here will match the expiration date on your Form I-20.
- Part 3 (2-3): Normally, the answer to both items is "No".
- Part 4: Answer each question. If you answer "Yes" to any question, you must provide a detailed account of the circumstances on a separate sheet of paper.
- Part 5: DO NOT sign the form until your appointment with our office. Your application and supporting documents will be reviewed for accuracy and completeness.

## CONDITIONS GOVERNING CERTAIN NONIMMIGRANT CLASSES

***If you are currently in F-2 status*** | Source: 8 CFR (Code of Federal Register) § 214.2(f)(15)(ii)

- F-2 spouse may not engage in full time study.
- Part-time study for F-2 spouse is permitted only to the extent that it is "avocational or recreational" in nature.
- F-2 children may only engage in full-time study at the K-12 level (kindergarten through 12th grade).

***If you are currently in B-1/B-2 status*** | Source: 8 CFR (Code of Federal Register) § 214.2(b)(7) and §248.1(c)

- Individuals in B1/B2 status are prohibited from "enrolling in a course of study" until after USCIS approves their change of status application.

***If you are currently in any other status (e.g. H, J, L, E, etc.)***

- If your current status allows full-time studies in the U.S., you may start classes before your change of status application is approved. However, you are not allowed any on- or off-campus employment under F-1 status until after your application is approved. For example, if you have an assistantship, you won't be able to start it until after you receive your F-1 status.

## TRAVELING AND REENTERING THE UNITED STATES

The alternative method of changing to F-2 status is through travel and re-entry, which may be preferred over the in-country change of status in certain situations. In this case, you would depart the U.S. and then apply for an F-2 visa at a U.S. embassy or consulate abroad, preferably the local consulate in your home country. If the F-2 visa application is approved and the F-2 visa is issued, then you can re-enter the U.S. using your F-2 I-20 form and F-2 visa. At the Port of Entry, you will receive an admission stamp with the notation "F-2 D/S" or an I-94 card with the same notation that confirms F-2 status.

Please note that Canadian citizens are exempt from the requirement of having an F-2 visa to re-enter the U.S. in F-2 status. But travel and re-entry (with a new I-94 card) are still required for Canadian citizens to obtain F-2 status.