

# SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE

Office of International Affairs  
International Student and Scholar Services  
Student Success Center 0300 (lower level)  
Campus Box 1616 Edwardsville, IL 62026-1616  
Tel: (618) 650-3785 Fax: (618) 650-5099  
Email: [iss@siue.edu](mailto:iss@siue.edu)

## Change of Status USCIS Instructions F-2 to F-1 \*\*

\*\* F-2 visa holders cannot attend school while the change of status is pending.

Items Required	Notes
<b>I-539 Form</b>	Available online at: <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a> Please use the ISSS address in Part 1 of the form which is SIUE, Box 1616, Edwardsville, IL, 62026-1616
<b>\$370 check made payable to Dept. of Homeland Security</b> <b>\$85 Biometric Fee</b>	Please issue separate checks and make sure to use the correct date and that the check is filled out correctly. Please spell out U.S. Department of Homeland Security. <b>Do not use initials "USDHS" or "DHS"</b>
<b>Financial Statement for 1 year of study</b>	Must be dated within the past 6 months
<b>Photocopy of your U.S. Visa in your passport</b>	Be sure the copy is legible
<b>Photocopy of I-94 print out</b>	<a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a>
<b>Photocopy of your passport expiration page</b>	Your passport should not be expired
<b>Photocopy of your spouse's current I-20</b>	All pages are required
<b>Photocopy of your spouse's I-94 print out</b>	<a href="https://i94.cbp.dhs.gov/I94/request.html">https://i94.cbp.dhs.gov/I94/request.html</a>
<b>If spouse is on OPT, a copy of EAD card</b>	Front and Back required
<b>Photocopy of spouse's passport expiration page</b>	Their passport should not be expired
<b>Photocopy of spouse's U.S. visa page from passport</b>	Be sure the copy is legible
<b>Letter of Explanation indicating why you want to change status</b>	The letter should contain: 1. That you are requesting to change from F-2 to F-1 2. Your signatures at the bottom of the letter 3. The reason why you want to change status 4. That you have followed all the F-2 regulations and are currently in status
<b>Photocopy of the signed I-20 Issued in your name by the school you plan to attend; ISSS will issue your I-20</b>	This will be issued by ISSS office after you submit all your change of status documents to ISSS
<b>I-901 Fee Receipt (\$370 Fee)</b>	Go to <a href="http://www.fmjfee.com">www.fmjfee.com</a> Can only be paid after I-20 is issued

Once you have collected all the documents and forms listed above please call ISSS at 618-650-3785 to schedule an appointment with an advisor who will review your application and issue I-20. Retain copies of all documents sent to and received from USCIS.

U.S. Postal Office  
USCIS  
P.O. Box 660166  
Dallas, TX 75266

For Express Mail & Courier Deliveries  
USCIS  
Attn: I-539  
2501 S State Highway 121 Business Suite 400  
Lewisville, TX 75067