

## **CHANGE OF STATUS (COS) to F-2 Important Information**

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- Both the applicant and primary F-1 must be in legal status in order for the spouse/child to apply to for a "Change of Status" to F-2.
- Individuals in F-2 status are not eligible to work nor are they eligible to apply for work authorization.
- An F-2 cannot be enrolled in a degree-seeking program, but an F-2 can take courses that are avocational or recreational in nature.
- An F-2 considering enrolling in a non-degree program should be aware that it is undetermined if DHS finds this acceptable. If an F-2 intends to change status to F-1 and apply the non-degree courses towards a degree program there is potential for problems in the change of status application.
- A "Change of Status" may either be submitted to the Department of Homeland Security (DHS) by the International Student Services (ISS) Advisor or done by leaving the country, presenting a dependent SEVIS I-20 to obtain an F-2 visa stamp at a U.S. Embassy/Consulate, and then re-entering the U.S. as an F-2.
- If a change of status to F-2 is granted by DHS, the next time the dependent leaves the country, he/she must apply for an F-2 visa stamp at a U.S. Embassy/Consulate in order to re-enter.
- If there are dependents to be included in the change of status application to F-2, the ISS advisor will issue a new SEVIS I-20 for each dependent. These I-20s must be included with the change of status application.
- Change of status applicants should ask an ISS Advisor for a handout outlining the F-1 regulations.
- J-1/J-2 Exchange Visitors subject to the two year home residence requirement are not eligible to change status from J to F-2 in the U.S. In such case, a change of status via travel is the only option for obtaining F-2 status. Individuals in other visa status should speak with an ISS advisor to determine their eligibility for a change of status in the U.S.

## CHANGE OF STATUS (COS) to F-2 Application Process & Documents Required

Documents needed for a change of status application are listed below. Please note that additional documentation may be requested as needed.

1. **Financial Support:** Current evidence, not more than 6 months old, of all sources.

Source	Documentation Needed
Personal Funds	Bank letter and bank statements from the last 3 months
Family Funds Abroad	Letter from sponsor and bank letter
Sponsor in U.S.	Bank letter and 90 days worth of bank statements
	I-134 Affidavit of Support and supporting documents (if sponsor is U.S. citizen or permanent resident)
	Letter from employer and copy of H-1B Approval Notice (if sponsor is in H-1B status)

### Documentary Specifications:

**Bank Letter:** Financial bank documents should be presented on letterhead, dated and signed by an official. Please ask the bank official to include the account holder information, the account number, the date the account was opened, the current balance and the average balance.

**Sponsor Letter:** Should state the sponsor's willingness to provide funding for all or part of the student's educational and living expenses while studying at Texas A&M. This letter should state the relationship to the individual, signed and dated.

**I-134 Affidavit of Support:** Form and instructions available from the DHS web site at <http://www.uscis.gov/portal/site/uscis>.

**H-1B Employer's Letter:** Should be on letterhead and signed, stating title, location, annual salary, that the H-1B is currently employed and the duration of employment.

The ISS advisor must see "documentary evidence that the applicant has immediately available sufficient funds to provide all his or her expenses for the first year of study and that, barring unforeseen circumstances, adequate funds will be available each year thereafter in an adequate amount from the same or another financially reliable source [OI 248.7 (c) (2)]." Dependable sources of support generally include scholarships, fellowships, assistantships, sponsoring agencies, or family funds.

If the funding is a promise of employment from Texas A&M, the department letter (available from the payroll office) on department letterhead stationary must state: job or award title, dollar amount of award or monthly/hourly salary, expected duration of the funding (i.e. 9 months or 12 months), whether it makes the student eligible for in-state tuition, payment of tuition and/or fees, and/or health insurance benefits.

2. **Immigration Documents:** All applicants should provide their valid passport and I-94 card. Applicants in H status should provide their Approval Notice(s) and applicants in F-1 status should provide their I-20s and, if applicable, EAD card. A J-1 applicant should provide their DS-2019s. Also provide the above documentation for any dependent in the U.S. who needs to be included in the change of status application. The ISS Advisor will photocopy the original documents. Individuals in any other visa status should check with an ISS advisor regarding the exact documentation required.
3. **Form I-539:** This form is available on the DHS website at: <http://www.uscis.gov/portal/site/uscis> by clicking on Immigration Forms. Complete all applicable pages.
4. **Check or money order** made payable to "Department of Homeland Security" and follow the link for the updated fee: <http://www.uscis.gov/portal/site/uscis> by clicking on Immigration Forms. (This is not necessary if the student is doing a "New Entry").
5. **Department Letter (if applicant is currently an F-1 student):** Addressed "To Whom It May Concern" (on letterhead). For graduate students, this must be written and signed by the academic advisor and also signed by the graduate faculty member identified by the Office of Graduate Studies as authorized to sign as Department Head (Department Graduate Advisor). For undergraduates, this must be written and signed by the Academic Advisor. Titles and printed names should accompany all signatures. The letter must state the following: (a) when the student began the present program, (b) that the student is a full-time student in good academic standing, (c) the specific program requirements remaining, and (d) the student's expected date of graduation (month/year) or if the student will discontinue the program.
6. **Personal Statement:** Addressed "To Whom It May Concern" stating (a) that the applicant (and primary F-1 student) is in legal status, (b) asking that the applicant's status be changed to F-2, and (c) stating the reasons the change is desired or necessary.
7. **Transcripts:** Provide the current F-1 student's transcripts from all U.S. schools attended in the current degree level (Bachelor's or Master's or Ph.D.). If the primary F-1 is a Texas A&M student, the ISS advisor will print the TAMU transcript from the student information system.
8. **Marriage / Birth Certificate:** An applicant who is a spouse of the primary F-1 student should provide the Marriage Certificate (in English). An applicant who is a child of the F-1 should provide a birth certificate or other legal documents verifying the relationship to the parent. The ISS Advisor will photocopy the original documents.
9. **Sponsored students** or dependents of sponsored students must obtain a letter from a Sponsored Student Program (SSP) advisor, stating that the sponsor has no objection to the change of visa type.