



## East Central University

### Change of Status

### F1 Student to F2 Dependent

In order to change from a Student to Dependent status, your F-1 spouse must be in the United States in valid F-1 status at the time you are requesting this change. Once the below ECU documents are completed an "Initial" I-20 will be issued to the dependent for filing with USCIS. Note: As immigration regulations and fees are subject to change, applicants are advised to verify the accuracy of filing procedures and costs by visiting the USCIS website <https://www.uscis.gov/> directly.

**NOTE:** *If you are traveling outside of the U.S., you can accomplish the change by taking a dependent I-20 and obtain an F-2 Visa at a U.S. Consulate for re-entry to the U.S. All documents normally required for a visa will be required (i.e. valid passport, financial verification and proof of relationship to F-1 student i.e., marriage certificate).*

### APPLICATION PROCEDURE

**PART #1:** Make an appointment and bring the following to ISPS:

1. Completed Form I-20 Application (attached below)
2. Form I-94 (If you entered the U.S. after April 26, 2013 you can obtain your electronic I-94 at the Customs Border Patrol website <https://i94.cbp.dhs.gov/i94/request.html>)
3. Original Form I-20 and Passport (*unexpired*)
4. Copy of your marriage certificate (English translation required)
5. Financial verification (*valid within last 6 months*) (i.e., official, original bank letter and bank statement showing that the minimum estimate of expenses for the primary student + cost of dependent is covered. See below)

**PART #2:** The student who is applying for dependent status must send the following documents to the lockbox

1. Completed Form I-539 (obtain from USCIS website here <http://www.uscis.gov/portal/site/uscis>, type I539 in search bar)
2. Check or money order for filing fee made payable to "**Department of Homeland Security**"
3. Copy of your marriage certificate (English translation required)
4. Copy of **dependent's** Form I-94, F-1 Form I-20, Original ECU issued dependent Initial Form I-20, and passport pages
5. Copy of **primary F-1 student's** Form I-94, Form I-20, and passport data pages
6. Documentation which verifies the source and amount of financial support (i.e., official, original bank letter and bank statement showing that the minimum estimate of expenses for the primary student + cost of dependent is covered.)

- Refer to the [International Application Packet](#) for the current estimated cost to attend amounts

**PART #3:** Send the documents from **PART # 2** by **certified mail** to either:

#### **For U.S. Postal Service (USPS) Deliveries:**

USCIS  
PO Box 660166  
Dallas, TX 75266

#### **For Express Mail and Courier Deliveries:**

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

**NOTE:** *It may take up to 6 months to get a response from USCIS. If you have not received an answer after 4 months from the date the application was received by USCIS, speak with an adviser in ISPS Office. You can check your status at <http://www.uscis.gov/portal/site/uscis> with your receipt number.*



## East Central University Application for I-20

**REASON FOR NEW I-20 (Please check all that apply):**

- Entry to Regain Status \***
- Reinstatement Within the U.S. \***
- Change of Major \***

New Major: \_\_\_\_\_ Session Start Date: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

- Change of Program Level**

From: \_\_\_\_\_ To: \_\_\_\_\_

- Pursuing Second Degree Program \***

New Program Name: \_\_\_\_\_ New Program Start Date: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ (Proof of Admission must be attached)

- Program Extension \***

Reason for Extension: \_\_\_\_\_ New Program End Date: \_\_\_\_\_

- Other:** \_\_\_\_\_

- Dependents\*** (Please write dependents name below ONLY if you are requesting an I-20 for your dependent(s), **AND BRING PROOF OF RELATIONSHIP. SUCH AS MARRIAGE CERTIFICATE, BIRTH CERTIFICATE, ETC.**)

Last Name	First Name	Middle Name	Date of Birth	Country of Birth	Country of Citizenship	Relationship

**(\*) Asterisk indicates that new financial documentation is required if current financial documentation is more than 6 months old.**

**PLEASE COMPLETE PAGE 2 OF THIS FORM**

**PERSONAL DATA**

<b>Visa Type:</b>		<b>ECU Email:</b>	
<b>SEVIS ID (From I-20):</b>		<b>ECU ID:</b>	
<b>Please Check:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Ms.	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Date of Birth (Month/Day/Year):</b>	
<b>Country of Citizenship:</b>		<b>Country of Birth:</b>	

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
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**Current Degree Program:**

<b>Major:</b>	<b>Academic Department:</b>
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<b>Program Start Date:</b>	<b>Program End Date:</b>
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**FINANCIAL RESOURCES (If Required, Marked by Asterisks \* on Page 1)**

<b>Student Personal Funds:</b>	<b>Funds From This School:</b> (Scholarships, Assistantships, etc.)
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<b>Funds From Other Sources:</b> (Specify Source)	<b>On Campus Employment:</b>
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**FORGEIN ADDRESS**

<b>Street:</b>	
<b>City:</b>	<b>Province:</b>
<b>Postal Code/ Zip Code:</b>	<b>Country:</b>

**U.S. ADDRESS**

<b>Street:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>

**TELEPHONE**

<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>
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I will pick up I-20 **Student's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ISPS Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_