



## Marymount University, International Student Services

### Change of Visa Status from F-2 to F-1

#### Eligibility:

Individuals currently in the United States (U.S.) with a valid non immigrant status may apply for a change of status to F-1 without traveling outside the U.S. You must be admitted to and/or enrolled at Marymount University.

Please note that your current non immigrant status must be valid up until the date the F-1 status is requested to begin. There is a chance that your application may be denied by the United States Citizenship and Immigration Services (USCIS) if they determine that the change of status would be approved more than 30 days in advance of your program start date.

**Note:** F-2 visa holders are eligible to apply for a change of status to F-1, but are not eligible to study full-time until their change of status to F-1 has been approved by USCIS.

**Note:** If you change your status in the United States, you will need to apply and obtain an F-1 visa the next time you travel outside of the U.S. to be able to return to the U.S. in F-1 status.

#### Application Procedure:

- 1- **Meet with a Designated School Official (DSO) at the International Student Services (ISS) Office** to determine if you qualify for a change to F-1 status. An ISS advisor will go over the application process with you.
- 2- Write a cover letter to USCIS explaining the need for the change of visa status. Explain your current circumstances, include information about your immigration status, why and how your goals have changed since entering the U.S., as well as demonstrating ties and showing intent to return to your home country.
- 3- Complete immigration form [I-539](#).
- 4- **Request an I-20 form from the ISS office.** To obtain an I-20, please submit the following documents:
  - Copy of your Passport ID page
  - A completed Advisor Certification Form, available at ISS (for current students)
  - Financial documents showing sufficient funds to cover tuition and fees, living expenses, books, supplies and health expenses for one academic year
  - Complete the ISSI (International Student Supplemental Information) form from Admissions*Once the above documents have been submitted, an ISS advisor will issue an I-20 form within one week.*
- 5- Pay the SEVIS Fee (Form I-901) of \$200 and print a receipt at <https://www.fmjfee.com>.

#### Mail the following to USCIS:

- Original letter of explanation
- Original I-539
- Copy of financial documents
- Copy of your F-1 Change of Status form I-20
- Copy of your F-2 form I-20
- Copy of your Passport ID page (valid for at least 6 months)
- Copy of your Visa page
- Copy of your I-94 printed from <https://i94.cbp.dhs.gov/I94/>
- Copies of immigration documentation confirming your spouse's or parent's status
- If you are a registered student, include proof of registration.
- Receipt for SEVIS fee of \$200 from <https://fmjfee.com>
- \$370 application check made payable to USCIS

#### U.S. Postal Service (USPS) only

USCIS  
PO Box 660166  
Dallas, TX 75266

#### Courier service (FedEx or UPS)

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