Procedures to Change from F-2 to F-1 Status

1. Obtain an I-20 after being admitted to a degree program.
   ▪ The Office of Admissions, 100 Alumni Hall, approves I-20’s for new admissions to ISU, including IEOP.
   ▪ The International Students and Scholars Office (ISSO) approves I-20’s for any student already enrolled at Iowa State.

2. Complete Form I-901 and pay the F-1 SEVIS fee of $200 at www.FMJfee.com.

3. Print and complete form I-539 from the USCIS Web site at: www.uscis.gov/files/form/i-539.pdf. If you provide ISSO’s address on the Form I-539, your notices will be sent to ISSO.

4. Meet with an adviser in the International Students and Scholars Office to review your final change of status application. Bring the following to this meeting:
   o New ISU F-1 I-20
   o Copy of your F-2 I-20
   o Completed Form I-539 (typed)
   o Completed Form G-1145 (typed)
   o I-94 record (find at www.cbp.gov/i94)
   o 3 months of financial documentation to cover tuition, fees and living expenses
   o Photocopies of visa page and passport (picture, number and expiration date)
   o Personal check or money order for $290 payable to the U.S. Department of Homeland Security
   o F-1 SEVIS fee payment receipt
   o Personal statement detailing your request to switch to F-1
   o Letter of Admission to ISU

Photocopy of the principal F-1’s:
   o I-94 record
   o Current I-20
   o Visa page and passport (picture, number, expiration date)

5. ISSO will mail all documents listed in step 4 by certified mail to:
   United States Citizenship and Immigration Services
   P. O. Box 660166
   Dallas, TX 75266

6. When USCIS makes a decision on your change of status application, they will mail your receipt notice to ISSO (provided that you supplied ISSO’s address on the Form I-539). When your receipt notice arrives to ISSO, you will receive an email stating that you need to collect the receipt and bring your immigration documents to ISSO within one week of the receipt.