

# CHANGE OF VISA STATUS: F1 to J2

## REQUIRED DOCUMENTS:

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- Completed Form I-539.
- G-1145 E-Notification Form
- Personal check, money order, or credit card authorization for \$370 payable to U.S. Department of Homeland Security
  - Do not write on the back of the check or money order, they will reject your payment
  - Please write out “U.S. Department of Homeland Security” in the Pay to the Order of area. Do not abbreviate.
  - If paying by credit card, you will need to fill out Form G-1450
- Written personal statement, include/explain:
  - State your current status, your plans while at UMKC, why you want to change from an F-1 visa to an J-2 visa
  - Explain longer term plans including ties to your home country, what your goals are when you return to your home country (teach? Expected job offer? Family?)
  - (if applicable) state your spouse program dates/date of planned graduation
  - Explain to USCIS that your intent to stay in the United States is temporary and explain that you did not have a pre-conceived intention to study in the U.S.
  - May want to include that you are aware of rules and regulations of your current and hopefully future visa status and will abide by them and remain in lawful visa status.
  - **In a separate line in your statement, bolded and underlined, write “Requested Effective Date: \_\_\_\_\_” (this will be the date you are requesting that your new visa status start)**
  - Sign and date the letter
- Proof of financial support.
  - Official bank statements from the last 3 months with an account in your name to cover at least one academic year
    - If the bank statements do not have your name on them, you will also need **an affidavit of support**
  - All documents must be dated within the last 6 months
  - If you and/or your spouse/dependent are being sponsored by your government, you must have your official financial guarantee/sponsorship letters
- Copies of your current passport, visa, I-94, and F-1 I-20 (if you were on OPT, you must also include a copy of your EAD card)
- Copies of spouse’s I-94, passport, DS-2019, visa, and Certificate of Enrollment or Verification of Status letter
- Official proof of relationship (marriage certificate or birth certificate with English translation)
- ISAO’s Request to Add J-2 Dependent Form: <https://info.umkc.edu/ISAO/current-students/international-advising/>
- Copy of your dependent J-2 DS-2019 (ISAO will provide when your application has been reviewed and looks complete)

## MAIL VIA UPS OR FEDEX TO:

USCIS, ATTN: I-539

2501 S. State Highway 121 Business, Suite 400

Lewisville, TX 75067

## OTHER IMPORTANT INFORMATION:

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- If you leave the US after your change of status has been approved, you will need to visit a US Consulate or Embassy in your home country to obtain your actual F-visa in order to re-enter the US in your new status.
- **Must maintain your current visa status until a new status is approved. Allowing your F-1 to terminate or complete could result in your J-2 being denied.**
- Must inform ISAO of any request for evidence, approval, denial, and receipt notice number.
- **A change of status can take anywhere from 2 to 12 months but it could take longer.**
- You should receive an I-797, A Notice of Action from USCIS within 10 days of the date your check or money order was cashed. If you do not receive this form, please contact ISAO. The I-797 form is a general notice, not an Approval or Denial of your Change of Status; however, approvals and denials are also issued on I-797 forms.
- **Accruing 180 days of unlawful presence will result in a 3 year bar from the U.S. and over 180 days will result in a 10 year bar.**