CHANGE OF STATUS FROM J-1 TO J-2 APPLICATION CHECKLIST

___ Letter of Intent
   • Chronology of applicant’s immigration history (i.e., were you in any other status prior to your current status?)
   • What have you been doing since arriving in the US?
   • Why do you wish to change status to J-2?

___ Form I-539. Please check the instructions available on the USCIS website.

___ Check or money order for $370 made payable to “US Department of Homeland Security.” Please note that filing fees are subject to increase. Visit the USCIS website to check filing fees.

___ Original Form DS-2019 as J-2 Dependent, issued by the ISSS office.

___ Copies of passport biographical page and any expiration pages, all visas, current Form I-94 (printed from https://i94.cbp.dhs.gov/I94/#/home), and anything pertaining to your current immigration status (e.g., prior DS-2019s, prior I-20s, H-1B approval notices, extensions, etc.).

___ Proof of relationship to J-1 principal beneficiary, e.g., marriage certificate and notarized English translation. Please note that ISSS and the One Stop Office in the Hill Student Center can notarize the translation. Certified translation companies suggestions: SDR Educational consultant, REV, Valley Language Services

___ Copies of J-1 primary beneficiary’s passport biographical page and any expiration pages, all visas, current DS-2019, current Form I-94 (printed from https://i94.cbp.dhs.gov/I94/#/home), and anything pertaining to his/her current immigration status (e.g., prior DS-2019s, prior I-20s, H-1B approval notices, extensions, etc.).

___ Financial support documentation, such as UAB offer letter, home country funding letter, or self/personal funding (bank statements and affidavit of support) to prove that the J-1 primary beneficiary has enough funding to support you (UAB requires a J-1 to provide evidence of $5,000 per year per J-2 dependent). IRS Form 1040 income tax return can be added as an additional supporting document.

___ Other ____________________________________________________________

___ File with USCIS via FedEx, UPS or DHL to the following address:

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

   Keep a copy of the entire filing for your records.