



F-1 Student Dependent Instructions & Request Form

Purpose

To add your dependent(s) to your SEVIS record. Each dependent will receive their own I-20 form. The student will also receive an updated I-20 form showing the number of dependents and updated financial information.

Procedures

1. Read instructions and complete the request form on page 4.
2. Gather updated financial documents (less than 6 months old) for the current academic year's expenses, (tuition + \$1,430/month living expenses), plus \$4,200/year for your spouse and \$2,100/year for each child (if applicable). If you are on OPT, you must submit proof of \$1,430/month in personal living expenses for the remainder of your OPT period in addition to the amounts listed above for your dependent(s). You will need 2 sets of original documents – one for the International Center and one for the US Consulate (if your dependent will be applying for an F-2 visa from abroad) or for the USCIS (if your dependent will be applying for a Change of Status to F-2 from within the United States).
3. Obtain a copy of dependent's passport biographical page (showing dependent's legal name)
4. You must meet with an International Center Advisor to submit this form, passport copy and financial documents. See the International Center's website for up-to-date on-call hours, www.ic.iit.edu.
5. After submission of this application to an International Center Advisor, allow for up to 8 days for processing. You will be e-mailed when the new I-20(s) are ready to be picked up at the Front Desk of the International Center.
6. Dependent(s) sign their I-20 forms on line 11. F-1 student may sign forms for minor children.

Gaining F-2 Status

Issuance of the I-20 for your dependent(s) does not give your dependent(s) F-2 status in the United States. There are two ways for your dependent(s) to obtain F-2 status. These include, (1) applying for an F-2 visa at a U.S. Consulate abroad and (2) applying for change of status to F-2 from within the United States.

1) Applying for an F-2 Visa at a U.S. Consulate Abroad

If your dependent(s) are not in the United States, you must mail the new I-20(s), original financial documentation, and supporting documents to your dependent(s) abroad so that they may apply for F-2 visa(s) at a U.S. Consulate. Dependents do not need to pay the SEVIS Fee.

Mail the following to your dependent(s):

- Original I-20 for each dependent
- Original financial documentation
- Proof of relationship (e.g. marriage certificate, birth certificate, adoption certificate)
- Copy of your Passport, F-1 visa, and I-94 card
- Copy of your I-20
- Copy of your SEVIS fee payment receipt
- Copy of your academic transcripts from IIT. These can be obtained through the Registrar's Office.
- If on post-completion OPT, copy of your EAD and job offer letter

After your dependent(s) is approved for an F-2 visa, they may enter the United States in F-2 status using their I-20(s). They will be given a white I-94 card at the port-of-entry (immigration). Dependents are not required to check-in at the International Center upon arrival.

2) Applying for Change of Status from Within the United States

Your dependent(s) may apply for change of status from within the United States by submitting an application to the USCIS after obtaining an I-20 from the International Center. To be eligible to apply for a change of status, your dependent must be in valid non-immigrant status and the application for change of status must be received by the USCIS prior to the end date of your dependent(s) current non-immigrant status. If your spouse in submitting the application for change of status, unmarried children under the age of 21 may be included in the application as long as the children are in the same status as your spouse, or are in derivative status of your spouse.

The following conditions render an individual ineligible to apply for a change of status:

- Holders of F, D, K and M status
- Visitors with WT or WB status (Visa Waiver Program)
- J-1 and J-2 non-immigrants with a 2-year hold residency requirement
- Non-immigrants who overstayed or violated their non-immigrant status

Submit the following documents to the USCIS:

- Completed I-539 form. Download form at www.uscis.gov. Click on Immigration Forms on the top menu.
- Check for \$300 made payable to U.S. Department of Homeland Security.
- Cover letter explaining the circumstances leading to the need for a change of status.
- Original I-20 issued to dependent.
- Original financial documentation indicating availability of funds for the student to pay tuition for self and living expenses for self and dependent(s).
- Proof of relationship (e.g. marriage certificate, birth certificate, adoption certificate)
- Photocopy of dependent's passport (biographic pages, current visa stamp, passport expiration date)
- Photocopies of documentation showing current non-immigrant status.
- Photocopy of F-1 student's passport (biographic pages, F-1 visa stamp, I-94 card, passport expiration date) and I-20 form.
- Dependent's original I-94 card

The address for the USCIS is located in the instructions for the I-539 at www.uscis.gov.

Employment in F-2 Status

Individuals in F-2 status are not allowed to work in the United States.

Study in F-2 Status

Individuals in F-2 status are not allowed to study towards a certificate or degree. However, individuals in F-2 status may enroll in classes, part-time, on a recreational basis (i.e. for "fun").

If a dependent wishes to enroll in a certificate or degree program, they must first obtain a new I-20 from the school and either apply for a change of status to F-1 or leave the United States and apply for an F-1 visa stamp at a U.S. Consulate abroad and re-enter the United States. F-1 status must be gained before the individual enrolls in courses.

Minor children (under age 21) in F-2 status may attend school full-time in Kindergarten (K) through 12th grade. If a minor child wishes to attend a college or university in the United States, they must obtain a new I-20 from the school and either apply for a change of status to F-1 or leave the United States and apply for an F-1 visa stamp at a U.S. Consulate abroad and re-enter the United States.

Acceptable Financial Documents**One or a combination of the following may be used (A-F).**

- A. An original bank statement in the student's or dependent's name.
- B. An original bank statement in the student's sponsor's name and
 - 1. An original letter of support from the person named on the bank statement, or
 - 2. An original/certified certificate showing the relationship between the student and the person named on the bank account.
- C. An original letter from the student's department if the student is a TA/RA. The letter must state the amount of funding (tuition hours covered plus stipend amount) for one academic year or remainder of the program if less than one year remains.
- D. Letters from government/organizations must be original and state the exact amount covered for tuition, fees, and cost of living for one academic year or remainder of the program if less than one year remains.
- E. Admission letter stating scholarship award per semester or academic year.
- F. Original Financial Affidavit as listed on the Admissions websites—completely filled out.

Requirements for all financial documents:

- Original Statement or Printout from the Internet (must be stamped, signed, and dated by a bank official)
- Dated less than 6 months old.
- In U.S. currency or a conversion must also be included by a website and attached (using the date of the financial document) www.oanda.com or www.xe.com are two currently conversion websites.
- In English.

F-1 Student Dependent Request Form

Instructions:

Complete and submit this form with copy of the biographical page of the dependent's passport and financial documents. You must meet with an International Center Advisor. See the International Center's website for up-to-date advising hours, www.ic.iit.edu. If desired, include the email address of your dependents so they can be added to the IC dependent list-serve which will announce events & activities. We will not release the email address to any outside party.

Student Information:

Last Name _____ First Name _____

IIT Student ID#: A _____ SEVIS ID#: N _____

Email _____ Phone _____ Date of Birth: (mm/dd/yy) _____

Dependent Information (Use additional forms if requesting more than 5 dependent documents):

1. Last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____ City of Birth _____

Country of Birth _____ Country of Citizenship _____

Gender: Male Female

Relationship to you: Spouse Child

Email Address (optional) _____

2. Last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____ City of Birth _____

Country of Birth _____ Country of Citizenship _____

Gender: Male Female

Relationship to you: Spouse Child

Email Address (optional) _____

3. Last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____ City of Birth _____

Country of Birth _____ Country of Citizenship _____

Gender: Male Female

Relationship to you: Spouse Child

Email Address (optional) _____

4. Last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____ City of Birth _____

Country of Birth _____ Country of Citizenship _____

Gender: Male Female

Relationship to you: Spouse Child

Email Address (optional) _____

5. Last Name _____ First Name _____

Date of Birth (mm/dd/yy) _____ City of Birth _____

Country of Birth _____ Country of Citizenship _____

Gender: Male Female

Relationship to you: Spouse Child

Email Address (optional) _____