

- A. Please obtain the I-539 Form by going to the USCIS website at www.uscis.gov, click on *Immigration Forms* and follow the links to the form.
- B. Make sure the form is up to date. The most recent form will have *Expires 12/31/2008* noted in the upper right hand corner
- C. Complete the form using the following guidelines:

Part 1: Information about you:

- The information in this section is of the dependent spouse (or eldest child) requesting a change of status or extension (not the principle H-1B beneficiary)
- Use an address where you will be able to receive mail up to 6 months from filing the I-539

Part 2: Application type:

- Question:
 1. Please check (a) or (b), request to continue status or change of status to H-4/E-3 Dependent

Part 3: Processing information:

- Questions:
 1. The current/requested status time should be the same end date of the principle H-1B
 2. Check *No* if your family is currently in the U.S. in the same status
 3. Check *Yes*, filed with this application
 4. Please write the name of the principle H-1B beneficiary and Northwestern University

Part 4: Additional information:

- The information here is about the dependent that is requesting the change/extension of status
- On page 2, please answer all questions from dependents perspective
- Question 3(g):
 - If employed, (E-3, J-2 or LPR applicant) please complete last box on page 4 *If you answered "Yes" to Question 3g* - Be sure to include employer, annual salary and job title/brief description and a copy of the valid Employment Authorization Document (EAD) card
 - If not employed, (H-4, F-2) please complete middle box on page 4 *If you answered "No" to Question 3g* - Be sure to include H-1B's employer, annual salary and job title/brief description

Part 5: Applicant's Statement Signature:

- This section (if possible) must be signed by the dependent and not the principle H-1B beneficiary

Additional Dependents:

- If there are additional dependents (child/children), please complete Page 5 of the I-539.
- Please list each person separately and do not include the person already listed in Part 1 on the first page of the form.

- D. Check List: Please thoroughly read through the *Instructions for Completing Form I-539* on the USCIS website and make sure to include all necessary documents with the completed form I-539.

The IO suggests the following:

- Copy of passport biographical page for all dependents
- Copy of I-94 card(s) (front and back)
- Copy of visa stamp(s)
- Copy of H-4 approval notice(s)
- Marriage certificate
- Birth certificate(s)
- 1 check for \$300 payable to Department of Homeland Security