

U.S. Citizenship and Immigration Services



Form I-539
Application to Extend/Change Nonimmigrant Status
(Filing Tips)



Form I-539 Filing Tips

Who Can File?

➤ Extend status in: B-1, B-2, F-1, M-1 or M-2, F-1 (Students in the F-1 classification who received a date-specific visa that requires completion of a given course of study within a specific time can extend status.)

Change status to: B-1, B-2, F-1, F-2, J-1, J-2, M-1 or M-2

Reinstate status: F-1, M-1

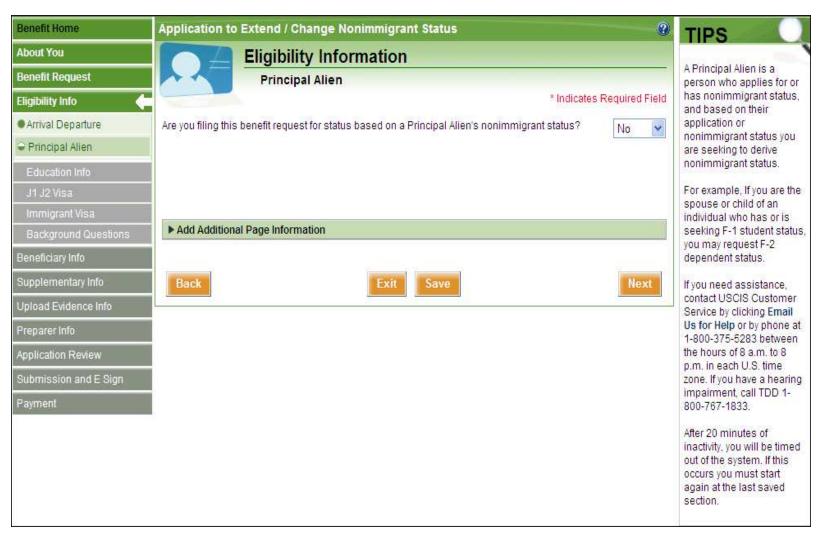
Transfer: M-1

Principal Alien

➤ A principal alien is the person who applies for a nonimmigrant status and from whom another person may derive lawful status as a dependent under immigration law or regulations (**spouses and unmarried children under 21**). The following are examples of nonimmigrant dependent status: A-2, G-2, E-2, F-2, H-4, J-2, L-2, M-2, with the exception of certain A and G nonimmigrant who can still qualify as dependents up to the age of 25.

Note: "B" nonimmigrant visiting relative who is in another nonimmigrant status such as F-1, M-1, J-1 etc. will not be considered as a dependent and should not list the individual as his or her "Principal Alien."







Full Legal Name

➤ You must use your full legal name for USCIS records and documents. The name you provide must be the same as it appears on your passport, birth certificate, or other government-issued identity document.

Name Changes

➤ If your name has changed due to marriage, divorce, adoption, or through a court order, you must submit evidence of the legal name change.

Other Names Used

➤ You must provided any names you previously used, including nicknames, aliases, maiden name, part of a first or last name, or a shortened or altered version of a legal name.

Current Physical Address in the United States

You must provide USCIS with your current U.S. physical address. This address may not be a Post Office Box (P.O. Box) or an "in care of" (c/o) address.



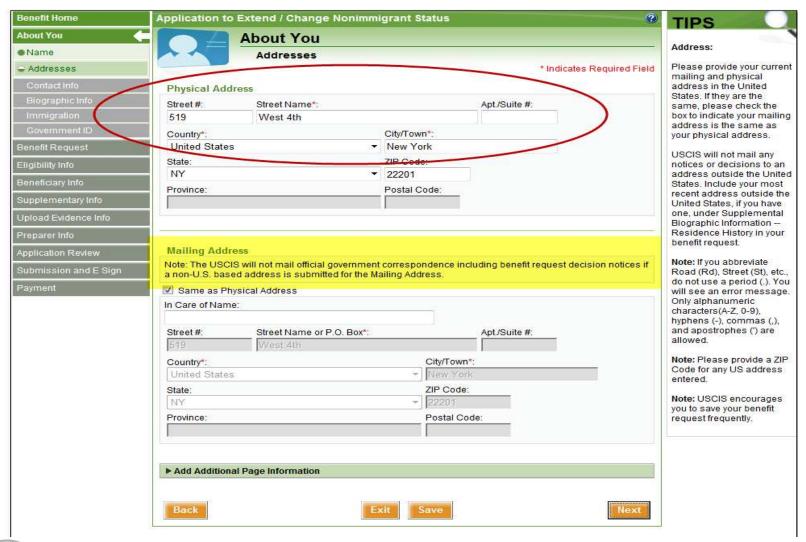
Mailing Address

➤ If your mailing address differs from your physical address, provide your mailing address in the spaces provided. This may be an "in care of" (c/o) address or a Post Office Box (P.O. Box) address.

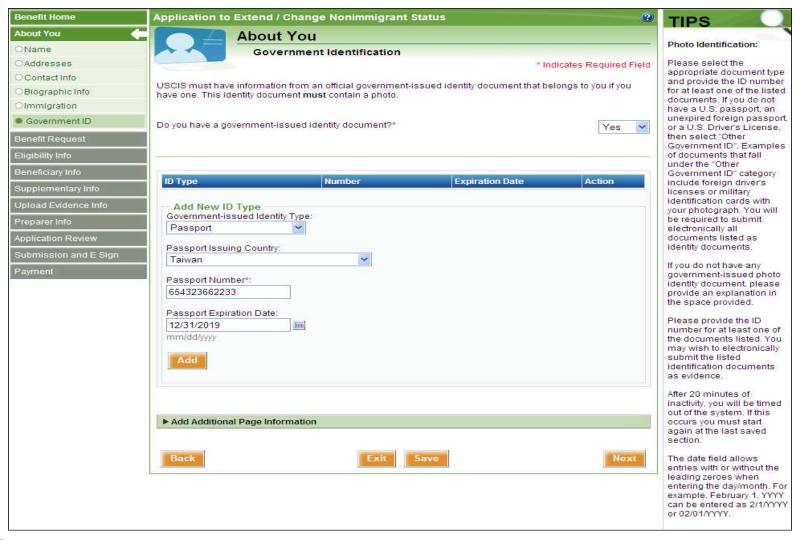
Government Identification

- Valid Passport: If you were required to have a foreign passport to be admitted to the United States, you must provide an unexpired foreign passport at the time of filing.
- ➢ If you have an identity card or document issued by the U.S. government, provide a copy of this document in addition to your valid foreign passport.
- ➤ Submit a copy of your foreign government-issued identity card or document as applicable.
- ➤ If you do not have a government-issued identity card or document, explain why you do not have one in the space provided or in a separate letter.











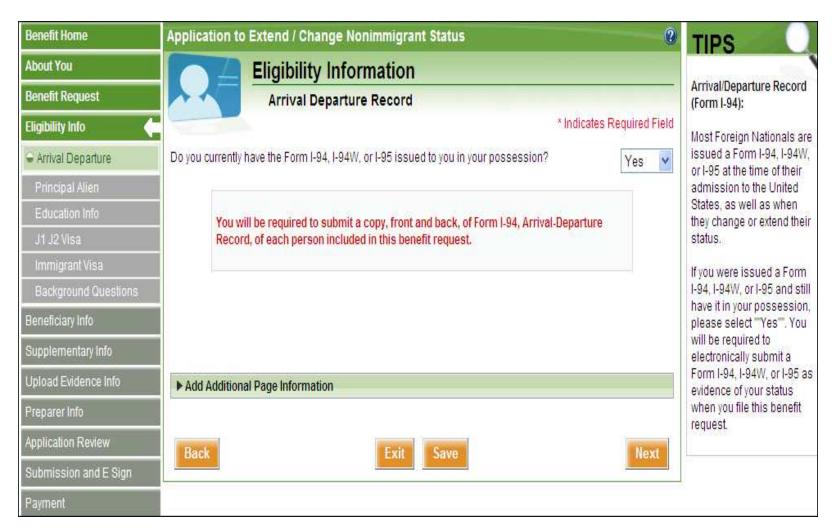
Form I-94

- ➤ USCIS will accept a paper version of the Form I-94 or the electronic version printed off of CBP's website (www.cbp.gov/I94) as evidence of lawful admission. USCIS will also accept copies of the passport pages that contain the individual's biographical information, visa, and admission stamp.
- ➤ If you were not issued a paper Form I-94, it is recommended that print a copy from CBP's website and submit a scanned copy with your application.

Translations

- ➤ Any document written in a language other than English must be accompanied by a full English-language translation. Translators of any such document must certify that:
- the translation is complete and accurate, and
- they are competent to translate from the foreign language into English.









OMB No. 1651-0111 Expiration Date: 11/30/2014

| Most Recent Date of Entry: | |
|--|--------------------|
| Admission (I-94) Record Number: Most Recent Date of Entry: Class of Admission: | |
| | |
| Class of Admission: | |
| | |
| Admit Until Date: | |
| Details provided on the I-94 Information | form: |
| Last/Surname: | |
| First (Given) Name: | |
| Birth Date: | |
| Passport Number: | |
| Country of Issuance: | |
| | |
| | Get Travel History |

For inquiries or questions regarding your I-94, please click here.

Accessibility | Privacy Policy



Evidence Category

➤ Depending on the benefit, you will be asked to scan and upload certain documents to USCIS ELIS. It is helpful to USCIS officers if the documents are labeled under the appropriate evidence category. **Evidence should be submitted at one time**.

Uploading Evidence

- ➤ It is recommended that all pages of the document be combined and uploaded as one attachment.
 - For example: all pages of a foreign passport can be scanned and uploaded to USCIS ELIS as one attachment instead of uploading each page as a separate attachment.
- ➤ If you are not able to scan and upload your documents, you can mail them to USCIS. Please provide the USCIS ELIS receipt number on the cover page and submit them to:

Vermont Service Center

Attn: ELIS Correspondence

75 Lower Welden St.

St Albans, VT 05479





Submitting Evidence

- ➤ All pages of submitted documents must be clear and legible. Review your documents before submitting to USCIS ELIS.
- Illegible evidence will delay adjudication process and will result in USCIS issuing a Request for Evidence (RFE) notice.
- ➤ If you have more than one beneficiary included on your application, provide proof of valid relationship.
- Attorneys and accredited representatives **MUST** establish their own USCIS ELIS accounts and submit a Form G-28, Notice of Entry or Appearance as an Attorney or Accredited Representative, before they can represent you for an application that was already submitted.
- ➤ A form G-28 submitted without the attorney's or accredited representative's USCIS ELIS account number will be rejected.



WRITE YOUR REPRESENTATIVE'S USCIS ELIS ACCOUNT NUMBER HERE Notice of Entry of Appearance as Attorney or Accredited Representative Department of Homeland Security

DHS Form G-28 OMB No. 1615-0105 Expires 02/29/2016

Part 1. Information About Attorney or Accredited Representative

| | 6 | f Attorney or Accredited Representative |
|------|----------------------------|---|
| 1.a. | Family Name (Last Name) | |
| 1.b. | Given Name (First Name) | |
| 1.c. | Middle Name | |
| | | |
| 2. | Name of Law F | irm or Recognized Organization |

| Part 2. | Eligibility Information For Attorney or |
|---------|---|
| | Accredited Representative |

| (Check | applicable items(s) below) |
|--------|--|
| 1. [| I am an attorney eligible to practice law in, and a member in good standing of, the bar of the highest court(s) of the following State(s), possession(s), territory(ies), commonwealth(s), or the District of Columbia. |
| | 1.a. |
| | 1.b. I (choose one) am not am subject to any order of any court or administrative agency disbarring, suspending, enjoining, restraining, or otherwise restricting me in the practice of law. (If you are subject to any order(s), explain fully in the space below.) |
| | 1.b.1. |



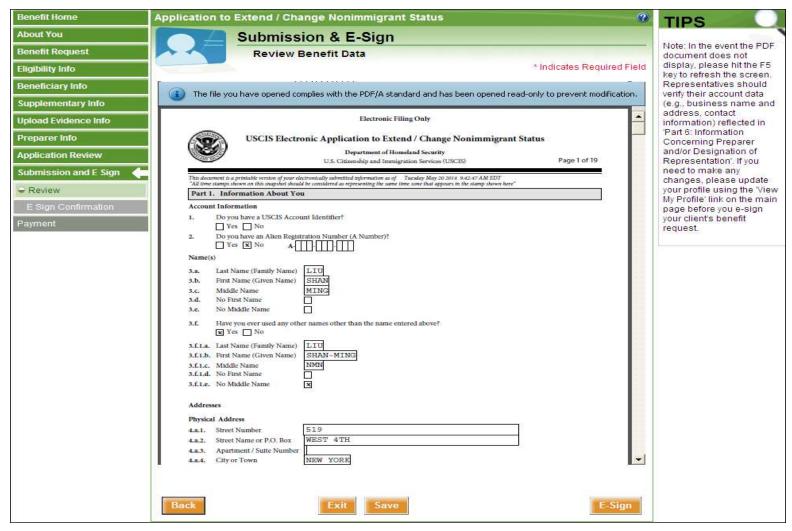
Review of Benefit Request(s)

- ➤ Once you or your representative have entered all of your required information into USCIS ELIS, the system will display a completed form on the screen. You should review your entire application at this point and, if no changes need to be made, print the completed benefit request.
- ➤ If you need to fix an error or add more information, you may return to any section of your benefit request by using the navigation bar on the left-hand side of the screen.
- ➤ Once you (and your representative, if applicable) have completed review of your benefit request, you must e-sign your benefit request.

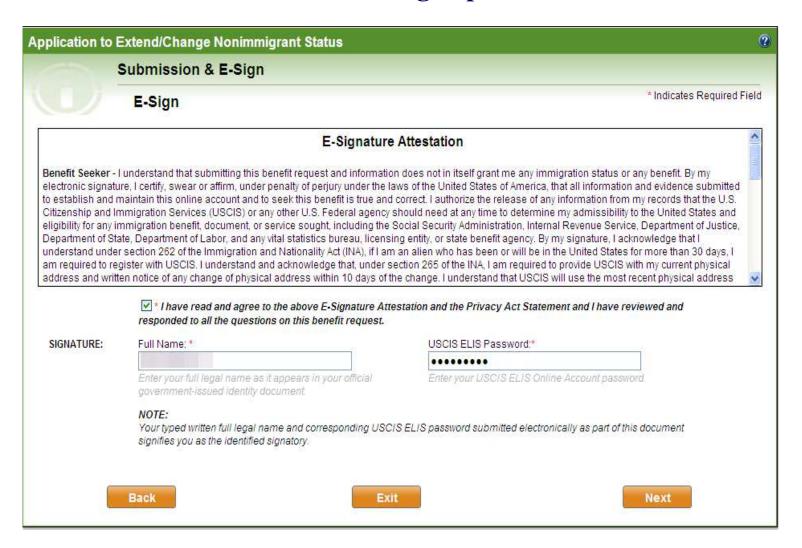
Submit and E-Sign

- You are required to read the Attestation and Privacy Act Statement.
- ➤ You must also provide your full legal name as it appears on your birth certificate or government-issued identity document, as well as your USCIS ELIS password.











- ➤ USCIS has established a technical helpdesk to address issues specific to USCIS ELIS.
- If you are experiencing a technical issue with your USCIS ELIS account or requesting information about your USCIS ELIS filed application, please contact us using our "email us for help" link to receive assistance. You can expect a response during our hours of operation, which are Monday through Friday 8:00 am to 4:30 pm CST.
- Additionally, customers may call the National Customer Service Center at 1-800-375-5283 or 1-800-767-1833 (TDD for the hearing impaired)

