



U.S. Citizenship and Immigration Services



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



**U.S. Citizenship
and Immigration
Services**

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.”



Form I-539 Filing Tips Cont'd

Benefit Home	Application to Extend / Change Nonimmigrant Status	TIPS
About You	 Eligibility Information	<p>A Principal Alien is a person who applies for or has nonimmigrant status, and based on their application or nonimmigrant status you are seeking to derive nonimmigrant status.</p> <p>For example, If you are the spouse or child of an individual who has or is seeking F-1 student status, you may request F-2 dependent status.</p> <p>If you need assistance, contact USCIS Customer Service by clicking Email Us for Help or by phone at 1-800-375-5283 between the hours of 8 a.m. to 8 p.m. in each U.S. time zone. If you have a hearing impairment, call TDD 1-800-767-1833.</p> <p>After 20 minutes of inactivity, you will be timed out of the system. If this occurs you must start again at the last saved section.</p>
Benefit Request	Principal Alien	
Eligibility Info	<p>* Indicates Required Field</p> <p>Are you filing this benefit request for status based on a Principal Alien's nonimmigrant status? <input type="text" value="No"/></p> <p>▶ Add Additional Page Information</p> <p><input type="button" value="Back"/> <input type="button" value="Exit"/> <input type="button" value="Save"/> <input type="button" value="Next"/></p>	
● Arrival Departure		
● Principal Alien		
Education Info		
J1 J2 Visa		
Immigrant Visa		
Background Questions		
Beneficiary Info		
Supplementary Info		
Upload Evidence Info		
Preparer Info		
Application Review		
Submission and E Sign		
Payment		



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Form I-539 Filing Tips Cont'd

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 provide 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.



Form I-539 Filing Tips Cont'd

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-539 Filing Tips Cont'd

Benefit Home

About You

- Name
- Addresses**
- Contact Info
- Biographic Info
- Immigration
- Government ID

Benefit Request

Eligibility Info

Beneficiary Info

Supplementary Info

Upload Evidence Info

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Application Review

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Application to Extend / Change Nonimmigrant Status

About You

Addresses

* Indicates Required Field

Physical Address

Street #:	Street Name*:	Apt./Suite #:
519	West 4th	
Country*:	City/Town*:	
United States	New York	
State:	ZIP Code:	
NY	22201	
Province:	Postal Code:	

Mailing Address

Note: The USCIS will not mail official government correspondence including benefit request decision notices if a non-U.S. based address is submitted for the Mailing Address.

Same as Physical Address

In Care of Name:

Street #:	Street Name or P.O. Box*:	Apt./Suite #:
519	West 4th	
Country*:	City/Town*:	
United States	New York	
State:	ZIP Code:	
NY	22201	
Province:	Postal Code:	

► Add Additional Page Information

Back **Exit** **Save** **Next**

TIPS

Address:

Please provide your current mailing and physical address in the United States. If they are the same, please check the box to indicate your mailing address is the same as your physical address.

USCIS will not mail any notices or decisions to an address outside the United States. Include your most recent address outside the United States, if you have one, under Supplemental Biographic Information – Residence History in your benefit request.

Note: If you abbreviate Road (Rd), Street (St), etc., do not use a period (.). You will see an error message. Only alphanumeric characters (A-Z, 0-9), hyphens (-), commas (,), and apostrophes (') are allowed.

Note: Please provide a ZIP Code for any US address entered.

Note: USCIS encourages you to save your benefit request frequently.



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Form I-539 Filing Tips Cont'd

Benefit Home

About You ←

- Name
- Addresses
- Contact Info
- Biographic Info
- Immigration
- Government ID**

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About You

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to you if you have one. This identity document **must** contain a photo.

Do you have a government-issued identity document?*

Yes

ID Type	Number	Expiration Date	Action
<p style="margin: 0;">Add New ID Type</p> <p style="margin: 0; font-size: small;">Government-issued Identity Type:</p> <p style="margin: 0;">Passport <input type="button" value="v"/></p> <p style="margin: 0; font-size: small;">Passport Issuing Country:</p> <p style="margin: 0;">Taiwan <input type="button" value="v"/></p> <p style="margin: 0; font-size: small;">Passport Number*:</p> <p style="margin: 0;">654323662233</p> <p style="margin: 0; font-size: small;">Passport Expiration Date:</p> <p style="margin: 0;">12/31/2019 <input type="button" value="calendar"/></p> <p style="margin: 0; font-size: x-small;">mm/dd/yyyy</p> <p style="text-align: center; margin: 5px 0;"><input type="button" value="Add"/></p>			
<p style="margin: 0;">▶ Add Additional Page Information</p>			

TIPS

Photo Identification:

Please select the appropriate document type and provide the ID number for at least one of the listed documents. If you do not have a U.S. passport, an unexpired foreign passport, or a U.S. Driver's License, then select "Other Government ID". Examples of documents that fall under the "Other Government ID" category include foreign driver's licenses or military identification cards with your photograph. You will be required to submit electronically all documents listed as identity documents.

If you do not have any government-issued photo identity document, please provide an explanation in the space provided.

Please provide the ID number for at least one of the documents listed. You may wish to electronically submit the listed identification documents as evidence.

After 20 minutes of inactivity, you will be timed out of the system. If this occurs you must start again at the last saved section.

The date field allows entries with or without the leading zeroes when entering the day/month. For example, February 1, YYYY can be entered as 2/1/YYYY or 02/01/YYYY.



Form I-539 Filing Tips Cont'd

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.



Form I-539 Filing Tips Cont'd

Application to Extend / Change Nonimmigrant Status

Eligibility Information

Arrival/Departure Record

* Indicates Required Field

Do you currently have the Form I-94, I-94W, or I-95 issued to you in your possession?

You will be required to submit a copy, front and back, of Form I-94, Arrival-Departure Record, of each person included in this benefit request.

► Add Additional Page Information

TIPS

Arrival/Departure Record (Form I-94):

Most Foreign Nationals are issued a Form I-94, I-94W, or I-95 at the time of their admission to the United States, as well as when they change or extend their status.

If you were issued a Form I-94, I-94W, or I-95 and still have it in your possession, please select "Yes". You will be required to electronically submit a Form I-94, I-94W, or I-95 as evidence of your status when you file this benefit request.



Form I-539 Filing Tips Cont'd



U.S. Customs and Border Protection
Securing America's Borders

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

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: [REDACTED]

Class of Admission: [REDACTED]

Admit Until Date: [REDACTED]

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

[Get Travel History](#)

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

[For inquiries or questions regarding your I-94, please click here.](#)

[Accessibility](#) | [Privacy Policy](#)



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Form I-539 Filing Tips Cont'd

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



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Form I-539 Filing Tips Cont'd

Benefit Home

About You

Benefit Request

Eligibility Info

Beneficiary Info

Supplementary Info

Upload Evidence Info

Evidence Instructions

Evidence Needed

Manage Evidence

Review Evidence File

Added Files

Preparer Info

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Application to Extend / Change Non-immigrant Status

Upload Evidence
Upload Information
?

* Indicates Required Field

Acceptable File Standards: You may save your documents as image files (i.e., .bmp, .jpeg, .jpg, .gif, .tiff, and .tif); text files (i.e., .doc, .docx, .html, .htm, and .txt); PDF documents; or a variety of other file formats (e.g., .xls, .ppt, .pptx, and .xlsx). When saving your document, you may wish to use a name that describes the document. For example, if you are uploading a scanned image of a Permanent Resident Card, consider "PermanentResidentCard" or "PRC" as the file name. For each document you upload, you may select a category for the document from the dropdown list. For example, if you are submitting a copy of your Permanent Resident Card to establish your identity, you would select the category "Information About Investor". [List of All Acceptable File Standards](#)

Password Protection: Your files should not be password protected. Please remove any password protection before uploading your files into USCIS ELIS.

Scanned Images: The size of your scanned document file cannot exceed 6 megabytes (MB). If it is greater than 6 MB, try rescanning the document in Grayscale or decreasing your file size using your computer software. The Grayscale function allows the scanned document to maintain its dimensions (height/width) with minimal distortion. Please do not use your scanner's Black and White function.

File Size and image Dimensions: Your files should not exceed the following size and image dimensions:

1. **Height:** 11 inches
2. **Width:** 11 inches
3. **Image Type:** Grayscale or Color (24-bit Color preferred or lower)
4. **Resolution:** Between 200-300 dots per inch (DPI)

If your files do not meet the requirements above, USCIS ELIS will automatically attempt to properly resize the files for you. If USCIS ELIS cannot resize your files for any reason, your application or petition may be delayed.

Guidelines for Uploading Documents to USCIS ELIS:

✓ Acceptable	⊘ Not Acceptable
<p>Save each document type in a separate file.</p> <div style="text-align: center;">  <p>OR</p>  </div> <p>If possible, keep pages to the same document type in one file.</p>	<p>Do NOT save documents for multiple individuals to the same file.</p> <div style="text-align: center;">  </div> <p>Do NOT save multiple document types to the same file.</p> <div style="text-align: center;">  </div>
<p>Documents separated into multiple files should use unique file names.</p> <div style="text-align: center;">  </div>	<p>Do NOT use duplicate file names.</p> <div style="text-align: center;">  </div>

Back
Exit
Save
Next



Form I-539 Filing Tips Cont'd

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.



Form I-539 Filing Tips Cont'd



**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

Name and Address of Attorney or Accredited Representative

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name
2. Name of Law Firm or Recognized Organization
3. Name of Law Student or Law Graduate
4. State Bar Number

Part 2. Eligibility Information For Attorney or Accredited Representative

(Check applicable item(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 disbaring, 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.



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Form I-539 Filing Tips Cont'd

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.



Form I-539 Filing Tips Cont'd

Benefit Home	Application to Extend / Change Nonimmigrant Status	TIPS
About You	 Submission & E-Sign Review Benefit Data	Note: In the event the PDF document does not display, please hit the F5 key to refresh the screen. Representatives should verify their account data (e.g., business name and address, contact information) reflected in 'Part 6: Information Concerning Preparer and/or Designation of Representation'. If you need to make any changes, please update your profile using the 'View My Profile' link on the main page before you e-sign your client's benefit request.
Benefit Request	* Indicates Required Field	
Eligibility Info	The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.	
Beneficiary Info	Electronic Filing Only USCIS Electronic Application to Extend / Change Nonimmigrant Status Department of Homeland Security U.S. Citizenship and Immigration Services (USCIS) Page 1 of 19	
Supplementary Info	This document is a printable version of your electronically submitted information as of <i>Tuesday May 20 2014 9:42:47 AM EDT</i> *All time stamps shown on this mapshot should be considered as representing the same time zone that appears in the stamp shown here*	
Upload Evidence Info	Part 1. Information About You	
Preparer Info	Account Information	
Application Review	1. Do you have a USCIS Account Identifier? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Submission and E Sign	2. Do you have an Alien Registration Number (A Number)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Review	Name(s)	
E Sign Confirmation	3.a. Last Name (Family Name) <input type="text" value="LIU"/> 3.b. First Name (Given Name) <input type="text" value="SHAN"/> 3.c. Middle Name <input type="text" value="MING"/> 3.d. No First Name <input type="checkbox"/> 3.e. No Middle Name <input type="checkbox"/> 3.f. Have you ever used any other names other than the name entered above? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Payment	3.f.1.a. Last Name (Family Name) <input type="text" value="LIU"/> 3.f.1.b. First Name (Given Name) <input type="text" value="SHAN-MING"/> 3.f.1.c. Middle Name <input type="text" value="NMN"/> 3.f.1.d. No First Name <input type="checkbox"/> 3.f.1.e. No Middle Name <input checked="" type="checkbox"/>	
	Addresses	
	Physical Address	
	4.a.1. Street Number <input type="text" value="519"/> 4.a.2. Street Name or P.O. Box <input type="text" value="WEST 4TH"/> 4.a.3. Apartment / Suite Number <input type="text"/> 4.a.4. City or Town <input type="text" value="NEW YORK"/>	
	<input type="button" value="Back"/> <input type="button" value="Exit"/> <input type="button" value="Save"/> <input type="button" value="E-Sign"/>	



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Form I-539 Filing Tips Cont'd

Application to Extend/Change Nonimmigrant Status

Submission & E-Sign

E-Sign * Indicates Required Field

E-Signature Attestation

Benefit Seeker - I understand that submitting this benefit request and information does not in itself grant me any immigration status or any benefit. By my electronic signature, I certify, swear or affirm, under penalty of perjury under the laws of the United States of America, that all information and evidence submitted to establish and maintain this online account and to seek this benefit is true and correct. I authorize the release of any information from my records that the U.S. Citizenship and Immigration Services (USCIS) or any other U.S. Federal agency should need at any time to determine my admissibility to the United States and eligibility for any immigration benefit, document, or service sought, including the Social Security Administration, Internal Revenue Service, Department of Justice, Department of State, Department of Labor, and any vital statistics bureau, licensing entity, or state benefit agency. By my signature, I acknowledge that I understand under section 262 of the Immigration and Nationality Act (INA), if I am an alien who has been or will be in the United States for more than 30 days, I am required to register with USCIS. I understand and acknowledge that, under section 265 of the INA, I am required to provide USCIS with my current physical address and written notice of any change of physical address within 10 days of the change. I understand that USCIS will use the most recent physical address

* I have read and agree to the above E-Signature Attestation and the Privacy Act Statement and I have reviewed and responded to all the questions on this benefit request.

SIGNATURE:

Full Name: *

Enter your full legal name as it appears in your official government-issued identity document.

USCIS ELIS Password: *

Enter your USCIS ELIS Online Account password.

NOTE:
Your typed written full legal name and corresponding USCIS ELIS password submitted electronically as part of this document signifies you as the identified signatory.

Back **Exit** **Next**



Form I-539 Filing Tips Cont'd

- 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)

