

## APPLICATION FORM ATTACHMENTS:

### REQUEST FOR FAMILY MEMBERS APPLYING FOR H-4 STATUS

**If scholar's spouse or minor children (under age 21) will be applying for H-4 status via a change of status or extension application while in the U.S., please submit the following:**

---

---

- ❑ **Form I-539** (*Application to Extend/Change Non-Immigrant Status*): May be downloaded at <http://www.uscis.gov>, on the "Immigration Forms" tab.
  - Applicant should be the oldest dependent (ex. Spouse). The applicant must complete and sign form. Additional dependents (ex. children) should be listed the supplement on page 4.
- ❑ **Check**: Filing fee for Form I-539 is \$290 (All family members are included). Check must be made payable to the *U.S. Department of Homeland Security*
- ❑ **Evidence of relationship**: Copy of marriage certificate for spouse and/or birth certificate for children. Documents in a foreign language must be submitted with a certified English translation using the following statement:

*I, [name of translator] certify that I am fluent in [foreign language] and English, and the attached translation is complete and accurate to the best of my knowledge.*
- ❑ **Passport (Biographical Page only)**: Copy of the pages in passport containing photo, expiration date and biographical info.
- ❑ **Passport Visa Page(s)**: Copy of **all** prior U.S. visa stamps.
- ❑ **Form I-94**: Copy of the front *and* back side of the Form I-94 (white card stapled in passport).
- ❑ **Forms I-797**: If dependent(s) has ever held H-1B or H-4 status, please submit copy of **all** Forms I-797 (Approval Notice).
- ❑ **Employment Authorization Document (EAD) card (work permit)**: Except for H-4 extension applications, if spouse has ever worked in the U.S. and possessed an EAD card, please include copy of all cards.
- ❑ **For Change of Status Only**: If dependent(s) is changing status to an H-4, please submit previous visa documents such as all DS-2019s and/or I-20s.