

Instructions on Completing the I-539 for a Change of Status

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Part 1. Information About You

1. Alien Registration #: Only if you have ever had an EAD (work card) issued for you. If not, leave it blank.
2. LEAVE BLANK
- 3a. Family name as shown in your passport/on current visa stamp.
- 3b. First name as shown in passport/on current visa stamp.
- 3c. Middle name (okay to leave blank)

Mailing Address—Address where you receive mail; it may be the same as your physical address

- 4a. Only fill this in if you are staying in someone else's home
- 4b. Street number of the house and name of the street (e.g. 1049 W. 49th St. or 2 Smith Ave.)
- 4c. If not a house, check the box (probably Apt) and type the number/letter of the apartment
- 4d. City of your U.S. mailing address
- 4e. Select the state from the dropdown list and type in ZIP code

Physical Address—Where you live; it may be the same as your mailing address

- 5a. Street number of the house and name of the street (e.g. 1049 W. 49th St. or 2 Smith Ave.)
- 5b. If not a house, check the box (probably Apt) and type the number/letter of the apartment
- 5c. City of your U.S. home address
- 5d. Select the state from the dropdown list and type in ZIP code

NOTE!

Depending on the type of application you are using the I-539 for, please write "CHANGE OF STATUS" or "REINSTATEMENT" at the top of the first page in red ink.

Other Information

6. Country of birth
7. Country of citizenship
8. Date of birth (remember to put the month first)
9. Social Security number, if you have one
10. Date of most recent entry into the U.S. (remember to put the month first)
- 11a. 11-digit number on your I-94
- 11b. Passport number (can also be found on I-94)
- 11c. LEAVE BLANK
- 11d. Country that issued your passport
- 11e. Passport expiration date (remember to put the month first)
- 12a. Current visa status (e.g. H-4, N-2, F-2, etc.)
- 12b. Current visa status expiration; if N-2, it's the expiration date for your parent's end of tour (plus 30 days); if H-4, it's the H-1's authorization expiration date; if B-2, it's the departure date specified on the I-94
- 12c. Check the box if you are on F-2, F-1, J-2 or J-1 STUDENT in a degree program

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Part 2. Application Type

1. LEAVE BLANK
- 2a. Check this box and your VISA advisor will fill in the date
- 2b. Select the visa status you are requesting from the dropdown list
3. LEAVE BLANK
4. If you are the only person on the application, check the box; if you have dependents included, leave it blank.
- 5a. If you have dependents included, check the box.
- 5b. If you checked the box in 5a, write the total number of dependents plus yourself.

Part 3. Processing Information

- 1a. If you are requesting F-1 or F-2 status, leave this blank.
- 1b. If you have or want to have F-1 or F-2 status, check this box.
- 2a. Answer as appropriate.
- 2b. If yes, fill in the number.
- 3a. Answer as appropriate.
- 3b. If yes, speak with your VISA advisor.
- 3c. Answer as recommended by VISA advisor.
- 3d. Answer as recommended by VISA advisor.
- 3e. Answer as recommended by VISA advisor.
- 3f. Answer as recommended by VISA advisor.

Part 4. Additional Information

- 1a. Country that issued your passport
- 1b. Passport expiration date (remember to put the month first)

Foreign Home Address (fill in as you can, not all addresses match U.S. address forms; however, be sure to give the FULL address of the residence you maintain or to which you will return when finished with activities in the U.S.)

- 2a. Street number and name in your home country
 - 2b. Check a box and fill in the blank about your address in your home country
 - 2c. City or town in your home country
 - 2d. Province or state in your home country
 - 2e. Postal code in your home country
 - 2f. Your home country
- Questions 3-11: Answer "Yes" or "No"

Part 4. Additional Information (*continued*) (page 3)

Questions 12-20: Answer "Yes" or "No" and be careful to read the instructions for documentation requirements for 18, 19 and 20. **REINSTATEMENT APPLICATION: Answer yes for #17 and write "Please see letter of explanation" after you print the form.**

Part 5. Applicant's Statement, Contact Information, Certification and Signature

- 1a **OR** 1b. Choose the correct option.
2. Check the box if you have an attorney or specific individual representing you.
- 3a. Sign in BLUE ink.
- 3b. Add the date you signed (remember to put the month first).

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Part 5. Applicant's Statement, Contact Information, Certification and Signature *(continued)*

4. Your daytime phone number
5. Your cell number (can be the same as above)
6. Email address

Part 6. Contact Information, Statement, Certification, and Signature of the Interpreter

Fill this section in ONLY if you used an interpreter to complete the application.

Part 7. Contact Information, Certification, and Signature of the Person Preparing this Application, IF OTHER THAN THE APPLICANT

Fill this section in ONLY if someone else filled out the paperwork and prepared your documentation.

NOTE: This section continues on to page 5.

Part 4. *(continued)* Additional Information for Answers to Item Numbers 18, 19 and 20

18-**Yes** answer: Provide the required documentation and information.

19-**No** answer: State the following: *"I am sponsored by ___ [e.g. my father, my home government, my mother, etc.]; please see the enclosed documentation."*

19-**Yes** answer: Give the name of the person employed, the employer name and address, basic description of job (title, too), weekly income and how it was authorized (e.g. OPT, economic hardship, etc.).

20-**Yes** answer: Provide the information on those holding a J visa status.

Supplement A. Attach page(s) 7 (-9) to I-539 if you have dependents included in the change of status application. There are multiple sections that are identical; only use one section per dependent.

If you have NO DEPENDENTS, write "NO DEPENDENTS" in large, red letters across page 7.

- 1a. Dependent's family name as shown in his/her passport or on current visa stamp
- 1b. Dependent's first name as shown in his/her passport or on current visa stamp
- 1c. Dependent's middle name (okay to leave blank)
- 1d. Dependent's date of birth (remember to put the month first)
- 1e. Dependent's country of birth
- 1f. Dependent's country of citizenship
- 1g. Dependent's Social Security number, if any
- 1h. Dependent's A# (only if s/he has ever had an EAD (work card) issued; if not, leave it blank)
- 1i. Dependent's date of arrival (remember to put the month first)
- 1j. 11-digit number on dependent's I-94
- 1k. Dependent's passport number (can also be found on I-94)
- 1l. LEAVE BLANK
- 1m. Country that issued dependent's passport
- 1n. Dependent's passport expiration date
- 1o. Dependent's current visa status (e.g. H-4, N-2, F-2, etc.)
- 1p. Dependent's current visa status expiration; if H-4, it's the H-1's authorization expiration date; if B-2, it's the departure date specified on the I-94; ; if N-2, it's the expiration date for your parent's end of tour (plus 30 days)