

Please obtain the I-539 Form by accessing the USCIS website at www.uscis.gov, click on *Immigration Forms* and follow the links to the form. Complete the form using the following guidelines:

PART 1: INFORMATION ABOUT YOU

- The information in this section is about 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

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

PART 3: PROCESSING INFORMATION

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
- 3. (Question 3g)
 - If **employed**, (E-3, J-2 or LPR applicant) please complete last box on page 4.
**If you answer "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 must present an **original** signature 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.

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)
- ☐ Check for \$290 payable to Department of Homeland Security