



University of New Hampshire
Center for International Education and Global Engagement
Office of International Students and Scholars
Thompson Hall, Room G15

Tel: (603) 862-1288 Fax: (603) 862-0844 www.unh.edu/oiss

Instructions for completing Form I-539

Application to Extend/Change Nonimmigrant Status

Note: some fields are self-explanatory and therefore are not explained further in these instructions.

Part 1. Information about you.

Name

Address - if you downloaded the Form I-539 from the USCIS web site, leave this blank. (We will insert the OISS address before submitting to the USCIS. This ensures that if the USCIS requests additional documentation, all correspondence can come directly to our office. In most cases we can respond to the USCIS without having to worry you or request any new documents from you.)

Date of Birth - follow the format requested

Country of Birth

Social Security Number - if you have a U.S. SSN, then enter it here. If not, write "none". Canadians: do NOT enter your Canadian number here.

A# if any - this refers to an Alien Registration Number, and you may not have one of these unless you have applied for employment or other immigration benefits.

Date of Last Arrival into the U.S. - enter the date of your last entry (this is usually stamped in your passport and on the Form I-94)

I-94 # - this is the number printed across the top of your I-94 card. Also referred to as your admission number.

Current Non-Immigrant Status

Expires on - if there is an expiration date stamped on your I-94, enter that date. If there is a notation, such as D/S, enter that instead.

Part 2. Application Type.

1. Check box 'b.' The new status you are requesting is F-1.

Part 3. Processing Information

1. Enter D/S

Part 4. Additional Information

2. If you do not hold a foreign address yourself, enter your parents' or other immediate relatives' address.
3. If you answer "no" to question 3g, provide additional information as requested on Page 3.

Part 5. Signature

Sign and date the application form, attach a personal check, bank check or money order for the [filing fee](#) and submit to the OISS.