Part 5: Beneficiary Information & Filing Instructions
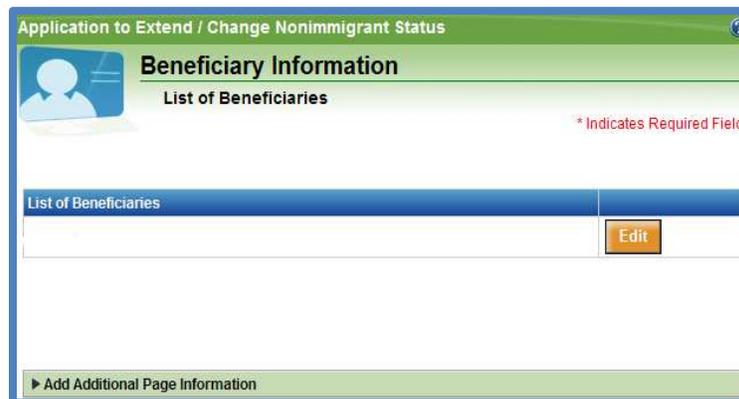
3.4 Beneficiary Information

In this section, you are asked to provide information about beneficiaries you have included in your beneficiary request.

A beneficiary is someone who can either be included as an applicant in certain applications with USCIS or has a petition filed by another person (or themselves in certain instances) on his or her behalf.

3.4.1   Beneficiary's Relationship to You: General Information-

Type of Relationship

1. Provide the names of all beneficiaries you have included in your benefit request.

2. Select the type of relationship you have with the beneficiary. Select all options that apply.

Children

1. If the beneficiary is a child, select the type of relationship. (Examples: biological, adopted, stepchild.)

2. Provide the child's marital status. (Enter "Married" or "Not Married.").

Definitions and Required Documents

1. For the benefit you are seeking, you can only apply or petition for persons who are related to you.

2. Valid relationships include:
   - **Spouse:** A husband or wife of the applicant or petitioner in a spousal relationship created when a marriage has occurred in accordance with the laws of the jurisdiction where the marriage took place. Submit a copy of your marriage certificate issued by a government authority as evidence of your relationship.

   - **Biological child (not married):** An immediate descendant of the applicant or petitioner related by blood or genetic lineage. Submit a

copy of the child's birth certificate as evidence of your relationship. Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant who can still qualify as dependents up to the age 25, a child beneficiary must be under 21 years of age and unmarried to be eligible for this benefit.

- **Stepchild (not married):** A biological or adopted child of the spouse of the applicant or petitioner whom the applicant or petitioner has not adopted and who is not the biological child of the applicant or petitioner. Immigration law states that for a child to be considered a stepchild, the marriage between the applicant or petitioner and the child's parent must have occurred before the child turned 18 years of age.

  As evidence of your relationship, submit a copy of the child's birth certificate and a copy of your marriage certificate showing that your marriage to the child's parent took place before the child's 18th birthday. Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant dependents, a child beneficiary must be under 21 years of age and unmarried in order to be eligible for this benefit.

- **Adopted child (not married):** Under immigration law, a child who the applicant or petitioner adopted while the child was under 16 years of age and who has been in the legal custody of, and has resided with, the adoptive parent or parents for at least 2 years. As evidence of your relationship, submit a copy of the child's birth certificate and the adoption decree showing you as the adoptive parent.

  Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant dependents, a child beneficiary must be under 21 years of age and unmarried in order to be eligible for this benefit.

3.4.2 Beneficiary's Relationship to You: Specific Instructions

Account Information
If the beneficiary has a USCIS ELIS account number, type the 12-digit account number (example: 1234-5678-9101) in the space provided.

Full Legal Name
1. You must provide the beneficiary's full legal name for USCIS records and documents. The beneficiary's name must be the same as it appears on the beneficiary's passport, birth certificate or other legal form of identity.

2. You must submit a copy of the document used to establish the beneficiary's identity.

Name Changes

1. If the beneficiary's name has changed due to marriage, divorce, naturalization or adoption, or through a court order, you must submit evidence of the beneficiary's legal name change.

2. The following sets of terms are often used interchangeably:

    (1) "family name", "surname", and "last name"
    (2) "given name" and "first name"
    (3) "middle name" and "second name".

3. If the beneficiary has no first name, select "No first name." If the beneficiary has no middle name, select "No middle name."

Other Names Used

1. If the beneficiary has ever used any other names, select "Yes."

2. You must provide each name the beneficiary previously used, including nicknames and aliases. Examples of other names used include a maiden name, part of a first or last name, or a shortened or altered version of a legal name. Examples: Kate used in place of Catherine (given name), William used in place of Guillermo (given name), and Rama used in place of Ramachandran (family name).

3.4.3 Addresses

Current Physical Address
1. If the beneficiary currently lives with you, select "Yes."

2. If the beneficiary does not live with you, you must provide USCIS with the beneficiary's current physical address. This address may not be a Post Office Box (P.O. Box) or an "in care of" (C/O) address.

Mailing Address
1. If the beneficiary's mailing address differs from his or her physical address, enter that address in the spaces provided. You may provide a Post Office Box (P.O. Box) address if it is where the beneficiary receives mail.

2. If the beneficiary's mail will be sent to you or the beneficiary in care of someone other than yourself or the beneficiary, include an "in care of" (C/O) name as part of the mailing address.

Foreign Addresses

1. If the beneficiary's residence is not within the United States or a U.S. territory, provide the beneficiary's foreign address in the space provided.

2. You must include the present-day name of the beneficiary's country, even if it had a different name when the beneficiary was born or last resided there. (For example, "Soviet Union" in the past, "Kazakhstan" today.) You also must include the province, postal code, and the country as part of the address.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Addresses

* Indicates Required Field

Does the beneficiary currently reside with you?*   No

Physical Address*

Street #:   Street Name: Apt./Suite #:

Country   City/Town:
Select

State   ZIP Code:
Select

Province: Postal Code:

Mailing Address
☐ Same as Physical Address
In Care of Name:

Street #:   Street Name or P.O. Box: Apt./Suite #:

Country   City/Town:
Select

State   ZIP Code:
Select

Province: Postal Code:

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3.4.4 Biographic Information

Current Member of the U.S. Military
If the beneficiary is currently a member of the U.S. military, select "Yes" in the space provided. Otherwise, select "No."

Date of Birth

    1. Provide the beneficiary's date of birth as it is shown on the beneficiary's birth certificate or other government-issued identity document.

    2. Enter the beneficiary's date of birth using the month-day-year format (mm/dd/yyyy), even if the beneficiary's birth certificate or other government-issued identity document uses a different format.

Place of Birth

1. Provide the beneficiary's place of birth as it is shown on the beneficiary's birth certificate.

2. If the beneficiary's country was known by a different name at the time of the beneficiary's birth, select "Other" and insert the name of the country at the time of the of the beneficiary's birth.

Gender

Provide the beneficiary's gender (male or female or unknown).

Country of Citizenship

1. Provide the name of the country of the beneficiary's citizenship. You should provide the country's present-day name.

2. If the beneficiary holds dual citizenship or is a citizen of multiple countries, list the beneficiary's primary country of citizenship and in the additional space provided supply the names of the remaining countries where the beneficiary was (or still is) considered a citizen.

3.4.5 Immigration

Entry into the United States

1. Indicate the beneficiary's immigration status at the time of your entry into the United States. If you are not a U.S. citizen or lawful permanent resident of the United States, this status can usually be found on the Form I-94, Arrival-Departure Record, issued to the beneficiary at the U.S. port of entry.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Immigration

* Indicates Required Field

What was the beneficiary's status at the time of your most recent arrival into the United States?

[Select ▾]

Beneficiary's place of most recent arrival into the United States:

[   ]
City or Town

Beneficiary's date of most recent arrival into the United States:

[   ] 📅
mm/dd/yyyy

Does the beneficiary have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?*   [Select ▾]

What is the beneficiary's current immigration status?   [Select ▾]

Does the beneficiary have an alien registration number?*:   [Select ▾]

2. If the beneficiary has been in the United States previously, in the additional space provided enter the number of times he or she entered the U.S., the location where he or she entered, and the beneficiary's status each time he or she reentered the U.S. (Example: The beneficiary entered the U.S. as a B-2 visitor twice—in 3/1994 and 7/2010—at the San Ysidro port of entry.)

3. You can provide additional information for the beneficiary, such as prior entries and departures, in the additional space provided.

Most Recent Arrival (Arrival-Departure Record)
1. If the beneficiary was issued a Form I-94, I-94W or I-95 and still has it in his or her possession, select "Yes" and provide his or her Arrival-Departure Record Number.

2. If the beneficiary was issued a Form I-94, I-94W or I-95 but no longer has possession of it due to loss, theft, mutilation or damage, select "No" and provide the beneficiary's explanation for not having the form.

3. If the beneficiary is a Canadian citizen who entered the United States as a visitor for business or pleasure, select "B1/B2."

4. If the beneficiary entered the United States illegally, select "EWI" (for "Entry Without Inspection").

5. If the beneficiary entered legally but subsequently violated his or her status or overstayed his or her authorized period of admission, enter the date that the beneficiary's period of authorized admission expired.

Expiration of the Period of Admission
1. Enter the expiration date of the beneficiary's Form I-94 in a month-date-year format (mm/dd/yyyy). The picture below shows where to find the expiration date on the beneficiary's Form I-94.

2. If the primary applicant was admitted as a student for "duration of status" (D/S), the beneficiary was probably also admitted for D/S. If so, select D/S and then enter the date the beneficiary was admitted to the United States for D/S, but leave the expiration date blank.

3. If the beneficiary entered the United States under the Visa Waiver Program (VWP) and was admitted via VWP's Electronic System for Travel Authorization, the beneficiary's passport should contain a U.S. admission stamp with his or her class of admission ("WT/WB") and the expiration date. Enter the date in the space provided.

Immigration Status
1. Provide the beneficiary's immigration status at the time he or she last entered the United States.

2. Provide the time of last arrival, the location where the beneficiary entered and the date of the beneficiary's last entry into the United States.

3. Provide the beneficiary's current immigration status.

4. If the beneficiary already has an "A" number, select "Yes" and insert the 10-digit number (example: A0123456789) in the space provided.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Immigration

* Indicates Required Field

What was the beneficiary's status at the time of your most recent arrival into the United States?
[Select ▾]

Beneficiary's place of most recent arrival into the United States:
[_____]
City or Town

Beneficiary's date of most recent arrival into the United States:
[_____] 📅
mm/dd/yyyy

Does the beneficiary have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?* [Select ▾]

What is the beneficiary's current immigration status? [Select ▾]

Does the beneficiary have an alien registration number?*: [Yes ▾]

A-Number*:
[_____]
A123456789

▶ Add Additional Page Information

5. If the beneficiary's immigration status has expired, enter, in the field provided, the date the status expired. If the beneficiary entered the country without inspection, admission or parole, select "EWI" ("Entry Without Inspection").

6. If the beneficiary has a valid and current immigration document issued by USCIS, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection or a Department of Justice immigration court, provide the immigration status and document number in the additional space provided.

3.4.6 Government Identification

U.S. Government-Issued Identity Card or Document
1. If the beneficiary has an identity card or document issued by the U.S. government, select "Yes." This identity card or document must contain a photo of the beneficiary.

2. Provide information from at least one of the documents listed. You also will be required to scan and upload a copy of the beneficiary's identity document into USCIS ELIS.

3. If the beneficiary has a passport, select "Passport" and provide the name of the issuing country, the passport number and expiration date in the spaces provided.

4. If the beneficiary has a driver's license issued by a U.S. state or territory, select "U.S. Driver's License" and provide the name of the issuing state or U.S. territory, the driver's license number, and the expiration date in the spaces provided.

5. If the beneficiary has any other U.S. government-issued photo identification document, select "Other Government-Issued Photo ID" and describe the type of document. Provide any available document number and the expiration date in the space provided.

Foreign Government-Issued Identity Card or Document

1. If the beneficiary has an identity card or document issued by a foreign government, select "Other Government-Issued Photo ID." This identity card or document must have a photo of the beneficiary.

2. If the foreign identity card or document has an identification (ID) number, enter the number in the space provided.

3. If the foreign identity card or document has an expiration date, enter the date in the space provided.

No Identification Card Available

1. If the beneficiary does not have a government-issued identity card or document, select "No".

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Government Identification

* Indicates Required Field

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

Does the beneficiary have a government-issued identity document?* [No ▾]

Explain why you do not have a government-issued identification document:

▶ Add Additional Page Information

3. In the additional space provided, submit the beneficiary's explanation for not having an identity document.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Government Identification

* Indicates Required Field

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

Does the beneficiary have a government-issued identity document?* [No ▾]

Explain why you do not have a government-issued identification document:

▶ Add Additional Page Information