

Extending/Changing Nonimmigrant Status for Dependents

The Office of International Student and Scholar Services does not have authority to assist you with any Dependent Application. We are not attorneys; advising you on a Dependent's application could be construed as practicing law in the United States without a license.

Any questions your Dependent(s) is/are unable to answer should be addressed to an immigration attorney. You can find a list of referred attorneys at <https://iss.temple.edu/about-iss/working-immigration-attorney> or you can look for an attorney at <https://www.aialawyer.com/>. The attorney may charge you a fee to review the application. We strongly advise you to contact an immigration attorney if your Dependent(s) receive a Request for Further Evidence (RFE).

Our office will include your dependents' application with our Immigration petition as a courtesy if you complete the Release of Liability Form below and upload the release form to your Application in DestinyOne.

- I understand that ISSS cannot legally provide advice regarding my dependents and that I have the right to consult an immigration attorney regarding their applications/status. I hereby release any liability on the part of ISSS in the matter of my dependent's status and applications. I understand that ISSS cannot represent myself or my dependents in this or any follow-up matters before USCIS or any other government agency.
- I understand that ISSS may include a Dependent Application with Temple's immigration petition for the principal beneficiary as a courtesy. ISSS bears no responsibility for the decision made by USCIS regarding that application and is not responsible for the completeness or accuracy of the Dependent Application, including supporting documentation and application fee.
- I understand that my I / my dependents should consult with an attorney should the USCIS issue any "requests for further evidence" if we need assistance in responding.
- I understand that ISSS is not responsible for lost documents, Notices of Action or any correspondence to or from USCIS. If my dependents do not receive a decision, a Request for Evidence or a Notice of Action, I understand that they must pursue the matter independently.

By signing below, I acknowledge that I / my dependents are responsible for maintaining continuous lawful immigration status in the U.S. Therefore, I release and hold harmless Temple University, its Board of Trustees, the University's faculty, staff, agents, and employees from any claim which could result from any failure on my/our part to maintain lawful immigration status.

Print Name:

Date:

Signature:

A dependent (spouse / children under age 21) of the primary visa holder can be granted Dependent status. The Form I-539 (and I-539A for each additional dependent) can accompany ISSS applications. Form I-539 / I-539A (if applicable) must be completed and signed by the Dependent(s) themselves, not by the TU employee. Form I-539 / I-539A and USCIS instructions are available at <https://www.uscis.gov/i-539>. Follow the USCIS instructions for completing the form(s) and for documents required to be included.

Do not complete this form for:

- The TU employee
- Dependents who are outside the U.S
- Dependents who have and wish to continue in a separate, independent nonimmigrant status

A Complete I-539 Application includes:

Signed Form I-539	Visit www.uscis.gov/i-539 to fill out the most current version
Signed Form I-539A (if multiple dependents)	Supplemental Information for each additional dependent applicant
Form I-539 Filing Fee	Check for \$370 payable to U.S. Department of Homeland Security; The fee covers all filing fees for all dependents
Passport Page	Most recent passport biography page with date of expiration
Most Recent I-94 Record	Most recent I-94 admission record https://i94.cbp.dhs.gov/i94/#/home
Entry/Arrival Stamps	All U.S. entry/arrival stamps for each dependent
Visa Stamps	All U.S. visa stamps issued to dependents (Canadian nationals are exempt)
Other Immigration Documents (if any)	All prior I-20 Forms, DS-2019 Forms / All I-797 notices from USCIS for both H-1B and Dependents
EADs	Copies of any Employment Authorization Documents (EAD) issued to Dependents
Waiver Documents	If Dependent is/was subject to the J Exchange Visitor 2-year home residence requirement
Marriage Certificate	Proof of relationship to principal visa holder
Birth Certificate(s)	Proof of relationship to principal visa holder for children under age 21
Translation of Marriage/Birth Certificates	Certified English translation of Marriage / Birth certificates

Dependents have a choice of including the Dependent Application with Temple University's Petition OR filing directly on USCIS' website if there is only one Dependent listed in the application.

Note that USCIS service centers are now accepting credit card payments for Dependent Applications using Form G-1450, Authorization for Credit Card Transactions. See <https://www.uscis.gov/g-1450> for details.

Mail a complete Dependent Application to ISSS...

Mail a complete application including checks, all supporting documentation, a signed original I-539 (and I-539A Forms if applicable) to:

International Student and Scholar Services
Temple University
Attn: (List the Name of the Advisor Working on Petition)
1938 Liacouras Walk, #202
Philadelphia, PA 19122

...Or File the I-539 Online if there is only One Applicant

Temple can file the H-1B petition without the Dependent application. Once the Dependent applicant has a Receipt Notice from USCIS, the applicant can apply online directly. See <https://www.uscis.gov/i539online> for more information.

USCIS does not mail paper biometric services appointment notices for electronically filed Forms I-539. The biometric services appointment notice will appear in the Dependent's USCIS online account under "Documents" once the Applicant's appointment is scheduled. The Dependent Applicant is required to bring a printed copy of the biometric services appointment notice to the Application Support Center appointment.

Tips for Dependent Applicants Completing Certain Sections of the I-539 Form:

Part 1: Information about Dependent

- **Family Name:** Enter the name of the spouse seeking a change or extension of status. If the spouse is not present in the U.S., or will continue in a separate immigration status, enter the information on the oldest dependent child seeking a change or extension of status.
- **Alien Registration Number:** An Alien Registration Number is typically associated with your Permanent Residency applications, if any. Leave it blank if you do not have one. This is not your USCIS# or card # listed on your EAD, or A# on I-94.
- **U.S. Mailing Address:** Enter the address where you receive your mail.
- **U.S. Physical Address:** Enter the address where you physically reside. This can be the same as your mailing address

Part 2: Application Type

If the nonimmigrant dependents wish to extend dependent status, choose item “2”

Part 2. Application Type

I am applying for (select **only one** box):

- Reinstatement to student status.
- An extension of stay in my current status.

If the nonimmigrant dependents hold some other immigration status, choose item “3.a.”, enter the H-1B Start date in 3.b., and enter “H-4” as the “change of status I am requesting” in 3.c.

For example, if Temple will file an H-1B petition with a start date of 07/01/2022, then you would complete the I-539 like this:

3.a. A change of status.

3.b. New status and effective date of change (mm/dd/yyyy)

07/01/2022

3.c. The change of status I am requesting is:

H4 - SPS OR CHLD OF H1, H2, H3 OR H2R

Part 3: Processing Information

1: The requested end date must be the primary visa holders' requested end date. The Temple Petition End Date will match the Appointment Letter End Date for Faculty and Postdoctoral Fellow Research Associates.

For example, if the Primary Visa Holder has appointment dates of 07/01/22 to 06/30/24 on her/his Faculty Appointment letter, then the Dependent Applicant would list 06/30/2024 as the requested end date.

Part 3. Processing Information

- I/We request that my/our current or requested status be extended until (mm/dd/yyyy):

06/30/2024

#3.a: If ISSS will include the Dependent Application with the employee's petition, choose "Yes, filed with this I-539"

For example:

3.a. Is this application based on a separate petition or application to provide your spouse, child, or parent an extension or change of status?

- Yes, filed with this Form I-539. No
- Yes, filed previously and pending with U.S. Citizenship and Immigration Services (USCIS).

If the Primary Visa Holder's petition has already been submitted to USCIS, but has not yet been approved, choose "Yes, filed previously and pending with USCIS. USCIS receipt number:" Then enter the I-797 receipt number in # 3.b.

For example:

3.a. Is this application based on a separate petition or application to provide your spouse, child, or parent an extension or change of status?

- Yes, filed with this Form I-539. No
- Yes, filed previously and pending with U.S. Citizenship and Immigration Services (USCIS).

3.b. If pending with USCIS, provide USCIS Receipt Number.

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W	A	C	0	1	2	3	4	5	6	7	8	9
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#4 and 5: Complete these sections ONLY if the Primary Visa Holder's petition is already pending (submitted to USCIS but not yet approved). If applicable, list the name of the Petitioner as indicated at the top left-hand corner of the Receipt Notice issued by USCIS and the receipt date listed above it as "Date Filed". For example, if the Primary Visa Holder's Receipt Notice looks like this:

Receipt Number WAC2119550614	
Received Date 04/14/2021	Priority Date
Notice Date 04/14/2021	Page 1 of 2
TEMPLE UNIVERSITY HOSPITAL INC c/o SHARON LOUGHRAN INTL STUDENT & SCH 1343 MARLBOROUGH ST PHILADELPHIA PA 19125	

Then you would indicate this:

If the petition or application is pending with USCIS, also provide the following information:

4. First and Last Name of Petitioner or Applicant

Temple University Hospital Inc

5. Date Filed (mm/dd/yyyy)

04/14/2021

Part 4: Additional Information

#14 If you answer “No”, go to Part 8 on page 8 referencing Page 3 Part 4 Item 14, and describe how you are supporting yourself on page 7. You can indicate that you are supported by your spouse and include your spouse’s TU salary.

For Example:

- 14.** Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?

Yes No

If you answered "No" to **Item Number 14.**, fully describe how you are supporting yourself in **Part 8. Additional Information.** Include documentary evidence of the source, amount, and basis for any income.

3.a. Page Number	3.b. Part Number	3.c. Item Number
<input type="text" value="3"/>	<input type="text" value="4"/>	<input type="text" value="14"/>

- 3.d.** I am supported by my spouse's salary from Temple University which is \$60,000 per year.

If you answer “Yes”, go to Part 9 on page 7 referencing Page 3 Part 4 Item 14 and fully describe the employment on page 7. Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by the USCIS.

For Example:

- 14.** Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?

Yes No

If you answered "No" to **Item Number 14.**, fully describe how you are supporting yourself in **Part 8. Additional Information.** Include documentary evidence of the source, amount, and basis for any income.

If you answered "Yes" to **Item Number 14.**, fully describe the employment in **Part 8. Additional Information.** Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by USCIS.

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. I (John Doe) previously held J-2 status. I was issued an Employment Authorization Document by USCIS with dates of 01/01/2021 to 12/31/2022. I was employed at X Employer, 125 W. 52st Ave, New York, NY as an Accountant for \$750/week.

Part 6 on Page 4: Applicant's Statement, Contact Information, Declaration, Certification and Signature

Must be that of the person listed in Part 1. **SIGN THE FORM IN BLACK INK.**

Parents or guardians may sign on behalf of children under 14. A legal guardian may also sign for a mentally incompetent person.

Applicant's Signature

6.a. Applicant's Signature
➡

6.b. Date of Signature (mm/dd/yyyy)

General Information for Form I-539A

- This is completed and included ONLY if there are additional unmarried children under 21 of the primary applicant who wish to apply for dependent status. Do not use this form for the TU employee or the person listed in Part 1 of the Form I-539.
- Every co-applicant included on the primary applicant's Form I-539 must submit and sign a separate Form I-539A
- Parents or guardians may sign on behalf of children under 14. A legal guardian may also sign for a mentally incompetent person.