

Family Information

Spouse:	Family Name	First Name	Middle Name
	Current Status	Status End Date	School if Student, or Employer (if any)
Child:	Family Name	First Name	Middle Name
	Current Status	Status End Date	_____ male _____ female
Child:	Family Name	First Name	Middle Name
	Current Status	Status End Date	_____ male _____ female
Child:	Family Name	First Name	Middle Name
	Current Status	Status End Date	_____ male _____ female

Instructions for Dependents of an H-1B Employee

Instructions for requesting dependent (H-4) Change of Status or Extension of Status:

Immigration regulations explain that the Office of International Programs cannot complete the I-539 form necessary to request a change of status or request an extension of status for H-4 dependents because it is not part of the H-1B employer petition. The primary dependent, usually a spouse, must complete the [I-539 form](#) with his/her information, including a signature.

Please include copies of the following with the I-539 form:

- Passport identification pages
- Most recent visa
- I-94
- Most recent H-4 approval notice for each family member listed on the petition (if filing for an H-4 extension)
- You will also need to attach a check or money order for US \$290, made payable to: U.S. Department of Homeland Security. The fee is the same regardless of the number of persons included in the application.

Submit the completed, original I-539 petition with the application documents to the Office of International Programs. The I-539 will then be submitted with the H-1B petition as a courtesy.

Note: Dependents living outside the United States, do NOT need to complete form I-539.

Checklist

Instructions: Please provide the following documents with the request form. Only one copy is necessary.
NO STAPLES, please.

For the applicant:

- _____ A certified copy of your degree certificate. A certified translation must also be provided if the degree certificate is not in English.
- _____ A recent resume or C. V.
- _____ A copy of passport identification pages, which include, photo, name, issuing authority/country, date of issuance and date of expiration. Please note that the passport must not be expired.

If you are currently in the U.S. and will remain in the U.S. until your H-1B employment at KUMC has been authorized, the following items are required:

- _____ A copy of your visa
- _____ A copy of your last **entry** Form I-94 (front and back). This is the I-94 which you last entered the country on
- _____ A copy of any USCIS employment authorizations, such as the Employment Authorization Document (EAD card)
- _____ If you are currently in **F status**, a copy of the front and back of your current I-20 (SEVIS I-20 page 1 and 3), your initial I-20, and any I-20 where CPT or OPT is noted on page 3.
- _____ If you are currently in **J status**, a copy of your current DS2019 forms and your initial DS2019 stamped showing entry to the US.
- _____ If you are subject to the 212(e) restriction requiring the return to your home country for two years, you must also provide:

_____ A copy of an advisory opinion letter from the U.S. Department of State declaring that you are not subject to the 212(e) restriction.

--- or ---

_____ A copy of a letter from the Department of State to the U.S.CIS recommending waiver of the two-year home residency requirement; **AND**,

_____ A copy of the approval notice from USCIS granting waiver of the two-year home residency requirement

_____ If you are currently in **H status**, a copy of all previous H approval notices **and** your most recent paystub

_____ If you are in **any other status**, copies of approval notices or other USCIS documentation that verifies your status

_____ A copy of any receipt notices or approval notices related to filings for Permanent Residency, including filings of forms I-140, I-130, I-485.

If you filed for Permanent Residency with the assistance of an attorney, please provide their:

Name: _____

Phon e: _____

Email (if available): _____

_____ The I-539 application, immigration documents, and check for \$290 for any H4 dependents