

Applicant Information to Support an Extension for a current KUMC sponsored Employee

Instructions: This form may be completed only by current KUMC employees.

Please provide the following information, and submit this form, along with indicated supporting documentation, to the department administrator. Please type or print legibly.

Biographical Information

Family Name _____ First _____ Middle (complete) _____

Current US address:

Phone _____

Email _____

Immigration Status

If in the US, complete the following:

Date of last entry _____ I-94# (that you entered on) _____

Passport Number: _____ Date Passport Issued _____ Date Passport Expires _____

Current status _____ Original start date of this status _____

Immigration Filings

Have you ever applied for, or are you the beneficiary based on derivative status, for adjustment of status to Lawful Permanent Resident of the U.S.? Which applications have been filed and what is their current status (pending, approved, denied)?

____ Form I-130: Immigrant Petition for Alien Relative pending approved denied None

____ Form I-140: Immigrant Petition for Alien Worker pending approved denied None

____ Form I-485: Application to Register Permanent Residence or Adjust Status pending denied

____ Other—Explain: _____

Are you or any of your dependents in exclusion or deportation proceedings with the USCIS or ICE? ___Yes ___No

- If yes, explain: _____
- If yes, provide copies of relevant documents. _____

OIP Office Staff notations only:

Dept _____ Position _____

Dates _____ Salary _____

Note

PWD Checks Files Saved Other:

Family Information

For family members in the US only.

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 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)
- _____ 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: _____

e: _____

Email (if available): _____

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

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