

Changing / Extending Nonimmigrant Status for Dependents

ISSS does not have authority to assist with TD Applications. We are not attorneys; advising on a specific TD application could be construed as practicing law in the US without a license. Any questions should be addressed to an immigration attorney. You can find a list of referred attorneys at <https://isss.temple.edu/about-isss/working-immigration-attorney> or you can look for an attorney at <https://www.aialawyer.com/>. The attorney will likely charge you a fee to review the TD 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' TD application with our TN petition if you complete the Release of Liability Form below and upload it to your TN Application.

- I understand that ISSS cannot legally provide advice regarding my TD dependents and that I have the right to consult an immigration attorney regarding TD applications/status. I hereby release any liability on the part of ISSS in the matter of TD 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 an TD Application with Temple's H-1B 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 TD 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:

Only the dependents (spouse / children under age 21) of nonimmigrants can be granted Dependent status. The Form I-539 (and I-539A for each additional dependent) can accompany ISSS applications that include dependents who will change or extend status.

Form I-539 / I-539A (if applicable) must be completed and signed by the Dependent(s) themselves, not by the TU employee.

USCIS instructions are available at www.uscis.gov/i-539. Follow the USCIS instructions for completing the form(s) and for required documents.

Do not complete this form for:

- The TN / TU employee
- Dependents who are outside the U.S
- Dependents who have and wish to continue in an 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	Submit the correct fee payable to U.S. Department of Homeland Security. See www.uscis.gov/g-1055?form=i-539 The fee covers all filing fees for all dependents. You can use either a Form G-1450 or a Form G-1650 G-1450, Authorization for Credit Card Transactions (U.S. Credit Card) G-1650 Authorization for ACH Transactions (U.S. Bank Account)
Passport Page	Most recent passport biography page with date of expiration
Most Recent I-94	Most recent I-94 admission record
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 issued to your dependent. Include all immigration documents for TN as well if your dependent is filing separately
EADs	Copies of any Employment Authorization Documents (EAD) issued to Dependents
Waiver Documents	If Dependent 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

USCIS has extended the temporary suspension of the biometrics submission requirement for certain applicants filing [Form I-539, Application to Extend/Change Nonimmigrant Status](#), requesting an extension of stay in or change of status to TD, L-2, or E nonimmigrant status.

Ways to Submit the TD Application to ISSS

Enclose your complete TD application in a sealed envelope. You may either mail the application or drop it off to ISSS.

Drop off Complete Application to

ISSS is located at 1938 Liacouras Walk, #204, Philadelphia, PA 19122. You may pick up/drop off your documents Monday through Friday from 9AM to 3PM. Our office phone number is 215-204-7708. Sharon Loughran's direct phone number is 215-204-3805 in case you encounter an issue when picking up your documents. Do not go to the back of the building per Google maps. Be sure to enter our building on Liacouras Walk (across from the Charles Library). You can park in a short term parking lot between Broad and 13th on Diamond, then walk one block towards Center City to Norris St. We are between the 1940 Residence Hall and the Subway Restaurant.

Mail a complete TD application to ISSS

Temple University
International Student and Scholar Services
Attn: Sharon Loughran
1938 Liacouras Walk, Suite #204
Philadelphia, PA 19122

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

Part 1: Information about TD

- **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: Processing Information

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

For example, if the TN Applicant has appointment dates of 07/01/25 to 06/30/2026 on their Faculty Appointment letter, then the TD Applicant would list 06/30/2026 as the requested end date.

#3.a: If ISSS will include the TD Application with the employee's TN 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).

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
3	4	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	4	14

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. Do not use a digital signature.** 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 in black ink (no digital signatures) on behalf of children under 14. A legal guardian may also sign for a mentally incompetent person.