

Tips for H-4 Applicants Completing Certain Sections of the I-539 Form:

Part 1: Information about H-4

- **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):

1. ☐ Reinstatement to student status.
2. ☒ 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 H-1B Petition End Date will match the Appointment Letter End Date for Faculty and Postdoctoral Fellow Research Associates.

For example, if the H-1B Applicant has appointment dates of 07/01/25 to 06/30/26 on her/his Faculty Appointment letter, then the H-4 Applicant would list 06/30/2026 as the requested end date.

#3.a: If ISSS will include the H-4 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 H-1B 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.

▶	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 H-1B'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 H-1B Receipt Notice and the receipt date listed above it as "Date Filed". For example, if the H-1B'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

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.