

# Checklist & Tips for H-4 Dependent Application

If your dependents are currently inside the U.S. and will need to transfer and extend their immigration status OR apply for a change of status with you, the primary dependent (usually the spouse of the employee) will need to submit the Form I-539 application and supporting evidence.

The I-539 is a personal application. ISSS advising is limited to providing general guidance on the application process. ISSS advisors are not immigration attorneys, so if you require more detailed advising we recommend you consider hiring an immigration attorney to assist you with your application. If you have general questions about the submission of the I-539, please contact your ISSS advisor.

## Checklist

- Completed and signed **Form I-539**  
*\*Please read all USCIS instructions before completing this form.*
- Completed and signed **Form G-1450**  
*USCIS Filing Fee is **\$470** for paper filing.*

### For each dependent, include:

- Biographical page of passport
- Copy of visa page in passport
- Most recent **I-94 record**
- All previous immigration documents (I-20, EAD, DS-2019, I-797, waiver documentation)
- Copy of marriage certificate with official English translation for spouse
- Copy of birth certificate with official English translation for children

## Instructions

1. **Form I-539 should not be completed by the H-1B employee.** It should be completed by the primary dependent.
2. Work with your dependents to gather the required supporting documentation.
3. Form I-539 and supporting documents must be printed single-sided. Do not use staples.
4. Please bring the completed H-4 packet to the ISSS office. Coordinate submission with your ISSS advising team.
  - The H-4 packet should be submitted to ISSS with a document envelope.
  - The front of the envelope should read "I-539" with your dependents' names.
  - If you plan to file online, please meet with an ISSS advisor.

## Helpful Tips

- Place the Form G-1450 on the top of the I-539 application. Please double check the credit card information on the form. If the payment information is wrong, USCIS may return the packet to you.
- The request dates on the I-539 should match the proposed UMD employment dates (Page 2, Part 3, Number 1). Contact your department or your ISSS advisor for confirmation on dates, if necessary.
- There is no receipt number when filing concurrently with an H-1B. Part 3, Question 5: Leave blank.
- All dependents are submitted on the same application. To file an I-539 for a child, a parent should complete and sign the Form I-539A on behalf of the child to extend or change their status in the US.
- If you must answer "Yes" to questions 3 through 15 in Part 4 of the application or are unsure of how to answer, please consult with an immigration attorney for legal advice.