Instructions on Completing the I-539 for a Change of Status

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Part 1. Information About You

1. Alien Registration #: Only if you have ever had an EAD (work card) issued for you. If not, leave it blank.
2. LEAVE BLANK
3a. Family name as shown in your passport/on current visa stamp.
3b. First name as shown in passport/on current visa stamp.
3c. Middle name (okay to leave blank)

Mailing Address—Address where you receive mail; it may be the same as your physical address

4a. Only fill this in if you are staying in someone else’s home
4b. Street number of the house and name of the street (e.g. 1049 W. 49th St. or 2 Smith Ave.)
4c. If not a house, check the box (probably Apt) and type the number/letter of the apartment
4d. City of your U.S. mailing address
4e. Select the state from the dropdown list and type in ZIP code

Physical Address—Where you live; it may be the same as your mailing address

5a. Street number of the house and name of the street (e.g. 1049 W. 49th St. or 2 Smith Ave.)
5b. If not a house, check the box (probably Apt) and type the number/letter of the apartment
5c. City of your U.S. home address
5d. Select the state from the dropdown list and type in ZIP code

NOTE!

Depending on the type of application you are using the I-539 for, please write “CHANGE OF STATUS” or “REINSTATEMENT” at the top of the first page in red ink.

Other Information

6. Country of birth
7. Country of citizenship
8. Date of birth (remember to put the month first)
9. Social Security number, if you have one
10. Date of most recent entry into the U.S. (remember to put the month first)
11a. 11-digit number on your I-94
11b. Passport number (can also be found on I-94)
11c. LEAVE BLANK
11d. Country that issued your passport
11e. Passport expiration date (remember to put the month first)
12a. Current visa status (e.g. H-4, N-2, F-2, etc.)
12b. Current visa status expiration; if N-2, it’s the expiration date for your parent’s end of tour (plus 30 days); if H-4, it’s the H-1’s authorization expiration date; if B-2, it’s the departure date specified on the I-94
12c. Check the box if you are on F-2, F-1, J-2 or J-1 STUDENT in a degree program
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Part 2. Application Type

1. LEAVE BLANK

2a. Check this box and your VISA advisor will fill in the date

2b. Select the visa status you are requesting from the dropdown list

3. LEAVE BLANK

4. If you are the only person on the application, check the box; if you have dependents included, leave it blank.

5a. If you have dependents included, check the box.

5b. If you checked the box in 5a, write the total number of dependents plus yourself.

Part 3. Processing Information

1a. If you are requesting F-1 or F-2 status, leave this blank.

1b. If you have or want to have F-1 or F-2 status, check this box.

2a. Answer as appropriate.

2b. If yes, fill in the number.

3a. Answer as appropriate.

3b. If yes, speak with your VISA advisor.

3c. Answer as recommended by VISA advisor.

3d. Answer as recommended by VISA advisor.

3e. Answer as recommended by VISA advisor.

3f. Answer as recommended by VISA advisor.

Part 4. Additional Information

1a. Country that issued your passport

1b. Passport expiration date (remember to put the month first)

Foreign Home Address (fill in as you can, not all addresses match U.S. address forms; however, be sure to give the FULL address of the residence you maintain or to which you will return when finished with activities in the U.S.)

2a. Street number and name in your home country

2b. Check a box and fill in the blank about your address in your home country

2c. City or town in your home country

2d. Province or state in your home country

2e. Postal code in your home country

2f. Your home country

Questions 3-11: Answer “Yes” or “No”

Part 4. Additional Information (continued) (page 3)

Questions 12-20: Answer “Yes” or “No” and be careful to read the instructions for documentation requirements for 18, 19 and 20. REINSTATEMENT APPLICATION: Answer yes for #17 and write “Please see letter of explanation” after you print the form.

Part 5. Applicant’s Statement, Contact Information, Certification and Signature

1a OR 1b. Choose the correct option.

2. Check the box if you have an attorney or specific individual representing you.

3a. Sign in BLUE ink.

3b. Add the date you signed (remember to put the month first).
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Part 5. Applicant’s Statement, Contact Information, Certification and Signature (continued)

4. Your daytime phone number
5. Your cell number (can be the same as above)
6. Email address

Part 6. Contact Information, Statement, Certification, and Signature of the Interpreter

Fill this section in ONLY if you used an interpreter to complete the application.

Part 7. Contact Information, Certification, and Signature of the Person Preparing this Application, IF OTHER THAN THE APPLICANT

Fill this section in ONLY if someone else filled out the paperwork and prepared your documentation.

NOTE: This section continues on to page 5.

Supplement A. Attach page(s) 7 (-9) to I-539 if you have dependents included in the change of status application. There are multiple sections that are identical; only use one section per dependent.

If you have NO DEPENDENTS, write “NO DEPENDENTS” in large, red letters across page 7.

1a. Dependent’s family name as shown in his/her passport or on current visa stamp
1b. Dependent’s first name as shown in his/her passport or on current visa stamp
1c. Dependent’s middle name (okay to leave blank)
1d. Dependent’s date of birth (remember to put the month first)
1e. Dependent’s country of birth
1f. Dependent’s country of citizenship
1g. Dependent’s Social Security number, if any
1h. Dependent’s A# (only if s/he has ever had an EAD (work card) issued; if not, leave it blank)
1i. Dependent’s date of arrival (remember to put the month first)
1j. 11-digit number on dependent’s I-94
1k. Dependent’s passport number (can also be found on I-94)
1l. LEAVE BLANK
1m. Country that issued dependent’s passport
1n. Dependent’s passport expiration date
1o. Dependent’s current visa status (e.g. H-4, N-2, F-2, etc.)
1p. Dependent’s current visa status expiration; if H-4, it’s the H-1’s authorization expiration date; if B-2, it’s the departure date specified on the I-94; if N-2, it’s the expiration date for your parent’s end of tour (plus 30 days)

Part 4. (continued) Additional Information for Answers to Item Numbers 18, 19 and 20

18-Yes answer: Provide the required documentation and information.
19-No answer: State the following: “I am sponsored by ___ [e.g. my father, my home government, my mother, etc.]; please see the enclosed documentation.”
19-Yes answer: Give the name of the person employed, the employer name and address, basic description of job (title, too), weekly income and how it was authorized (e.g. OPT, economic hardship, etc.).
20-Yes answer: Provide the information on those holding a J visa status.