APPLICATION FORM ATTACHMENTS:

REQUEST FOR FAMILY MEMBERS APPLYING FOR H-4 STATUS

If scholar’s spouse or minor children (under age 21) will be applying for H-4 status via a change of
status or extension application while in the U.S., please submit the following:

- **Form I-539 (Application to Extend/Change Non-Immigrant Status):** May be
  - Applicant should be the oldest dependent (ex. Spouse). The applicant
    must complete and sign form. Additional dependents (ex. children) should
    be listed the supplement on page 4.

- **Check:** Filing fee for Form I-539 is $290 (All family members are included).
  Check must be made payable to the *U.S. Department of Homeland Security*

- **Evidence of relationship:** Copy of marriage certificate for spouse and/or birth
  certificate for children. Documents in a foreign language must be submitted with
  a certified English translation using the following statement:

  I, [name of translator] certify that I am fluent in [foreign language] and English, and the
  attached translation is complete and accurate to the best of my knowledge.

- **Passport (Biographical Page only):** Copy of the pages in passport containing
  photo, expiration date and biographical info.

- **Passport Visa Page(s):** Copy of all prior U.S. visa stamps.

- **Form I-94:** Copy of the front and back side of the Form I-94 (white card stapled
  in passport).

- **Forms I-797:** If dependent(s) has ever held H-1B or H-4 status, please submit
  copy of all Forms I-797 (Approval Notice).

- **Employment Authorization Document (EAD) card (work permit):** Except for
  H-4 extension applications, if spouse has ever worked in the U.S. and possessed
  an EAD card, please include copy of all cards.

- **For Change of Status Only:** If dependent(s) is changing status to an H-4,
  please submit previous visa documents such as all DS-2019s and/or I-20s.