



FORMS I-539 & I-539A, DEPENDENT APPLICATION CHECKLIST & WAIVER OF LIABILITY

Part 1: USCIS Instructions for Form I-539A

- 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 on behalf of children under 14 or any co-applicant who is not mentally competent to sign.
- Every applicant and co-applicant must pay an \$85 biometric services fee. The biometrics fee should be paid with a separate check from the I-539 filing fee check. In total, you should submit two separate checks – one check for the I-539A biometrics filing fee, one check for the I-539 filing fee.
- Every applicant and co-applicant will receive a biometric services appointment notice, regardless of age, containing their individual receipt number. The biometric services appointments will be scheduled at the Application Support Center (ASC) closest to the primary applicant's address.
- USCIS will reject any Form I-539 that is missing any of the required signatures or biometrics fees, including those required for Form I-539A.

Part 2: Checklist for Dependent Application (when applying for H-4, TD, E-3D status, etc. within the U.S.)

<input type="checkbox"/> Signed Form I-539	· Visit www.uscis.gov/i-539 to fill out the latest version of Form I-539 for your dependent(s)
<input type="checkbox"/> Form I-539 Filing Fee	· Issue a check for \$370 payable to Department of Homeland Security . The fee covers all dependents listed on the Form I-539 application
<input type="checkbox"/> Signed Form I-539A	· Visit www.uscis.gov/i-539 to fill out the latest version of Form I-539A (biometrics) for each dependent
<input type="checkbox"/> Form I-539A Biometrics Fee	· Issue a check for \$85 payable to Department of Homeland Security for <i>each</i> dependent listed on the Form I-539 application. <i>The I-539A Biometrics Fee check should be a separate check from the I-539 Filing Fee check.</i>
<input type="checkbox"/> Passport Page	· Most recent passport biography page with date of expiration shown for each dependent
<input type="checkbox"/> Most Recent I-94 Record	· Most recent I-94 admission record from www.cbp.gov/i94 for each dependent
<input type="checkbox"/> Visa Stamp	· Most recent U.S. visa stamp in passport (Canadians exempt) for each dependent
<input type="checkbox"/> Visa Documents, if any	· All prior I-20 forms if previously held F status · All prior DS-2019 forms if previously held J status · All prior I-797 approval notices if previously held H, L, O or TN status
<input type="checkbox"/> Employment Authorization Card (EAD), if any	· If previously held F-1 OPT, J-2 or L-2, etc. status
<input type="checkbox"/> Waiver Documents	· If previously subject to 2-year home residence, 212(e) under J-1 or J-2 status
<input type="checkbox"/> Marriage Certificate	· For spouse as proof of relationship to principal visa holder
<input type="checkbox"/> Birth Certificate(s)	· For children under 21 as proof of relationship to principal visa holder

Part 3: Where to Submit

Dependents application being submitted together with Principal's petition (i.e. H-1B & H-4 submitted by ISSO, etc.)

Sign **Release of Liability** below and submit complete list of documents above to ISSO:

University of California, San Francisco
International Students & Scholars Office
1675 Owens Street, CC290, San Francisco, CA 94143

or Campus Box 0477

RELEASE OF UCSF LIABILITY & DUTY TO MAINTAIN LAWFUL IMMIGRATION STATUS

Federal regulations require all international students and scholars to maintain lawful immigration status while in the United States. Failure to maintain immigration status is an extremely serious matter and can result in severe penalties.

The ISSO may mail Forms I-539 and I-539A to the USCIS along with UCSF's application for the principal beneficiary as a courtesy. *The ISSO staff cannot legally provide advice regarding your I-539 or I-539A forms, and cannot legally provide advice regarding your status while your application is being adjudicated.* ISSO does not represent either you or UCSF in any legal capacity. You have the right to independently consult an attorney specialized in immigration law at any time, and the ISSO staff will be pleased to provide you with information to facilitate such contacts. You will be responsible for attorney fees that accrue for seeking services.

You, and only you, are responsible for (a) fully and properly complying with all laws and regulations of US Federal, State, and Local Governments; (b) maintaining your lawful immigration status including not working without authorization; (c) ensuring that any necessary documents are forwarded to the appropriate government agency in a timely manner; and (d) updating all UCSF information systems as needed.

By signing below, I acknowledge that it is my responsibility to maintain continuous lawful immigration status and that I alone will bear the consequences of violating my immigration status. Therefore, I release and hold harmless the University of California, the Board of Regents of the University, the University's faculty, staff, agents, and employees from any claim which could result from any failure on my part to maintain lawful immigration status.

UCSF Principal Applicant Signature

Dependent Applicant Signature

UCSF Principal Applicant Printed Name

Dependent Applicant Printed Name

Date

Date

All other separate application filing

Visit www.uscis.gov/i-539 for instructions.