

## Request to Include Form I-539 for Dependents

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**\*Please submit via UH FileDrop\***

UH employee: \_\_\_\_\_ Intended dates: \_\_\_\_\_ to \_\_\_\_\_

UH employee's email address: \_\_\_\_\_

**Prepare and attach the following for dependent family members to change or extend nonimmigrant status in the U.S.**

- [Form I-539 application](#) and [Form I-539A](#) (if applicable) with original signature
  - Copy of each dependent's current [visa](#) in passport
  - Copy of each dependent's admission stamp and notations from last U.S. entry (if available)
  - Copy of each dependent's [I-94 record](#) from CBP's [website](#)
  - Copy of each dependent's [Form I-797A/I-797B approval notices](#) and/or current [Form I-20](#) (as applicable)
  - Copy of all previous [Form DS-2019s](#) and/or [J visas](#) for each dependent who was ever a J-1 or J-2
  - Copy of each dependent's [passport biodata and expiration page\(s\)](#)
  - Copy of spouse's marriage certificate / family register with English [translation](#) (if applicable)
  - Copy of each child's birth certificate / family register with English [translation](#) (if applicable)
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University of Hawai'i employees submitting I-539 requests must comply with University policies and procedures and with U.S. laws, regulations, and policies. The Form I-539 application is a personal application and your signature below indicates your recognition that FSIS is including the Form I-539 application with the primary petition as a courtesy.

UH employee's signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_