Dependent Checklist

For spouse and children (under 21yrs) changing to or extending H-4 status

☐ Printed [SINGLE-SIDED] I-539 Form with original signature of eldest dependent applicant (if eldest applicant is younger than 14 years, a parent should sign the form)

☐ Check or money order made payable to “U.S. Department of Homeland Security” in the amount of $370.

☐ If you want to receive an email and/or text message that your Form I-539 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance, and submit it to the OIS with our I-539 form.

Copies of the following documents for EACH dependent:

☐ I-94 from most recent U.S. entry: click here

☐ Passport ID page [showing passport is unexpired]

☐ Copies of previously issued Visa Stamps [if applicable]

☐ Evidence of current non-immigrant status for each dependent included in the application [including, but not limited to ALL previously issued I-20 forms, DS-2019 forms, I-797 forms, EAD cards, etc...]

☐ Proof of dependent relationship to H-1B applicant [marriage/birth certificate and English translation]

For instructions on where and when to submit the above documents: Visit the OIS Website: www.ois.jhu.edu or e-mail H1B-Employment@jhmi.edu