Dependent Checklist
For spouse and children (under 21yrs) changing to or extending H-4, TD, O-3 and E-3

USCIS FORMS
- Print [SINGLE-SIDED] completed I-539 Form with original signature of eldest dependent applicant (if eldest applicant is younger than 14 years, a parent should sign the form).
- Print [SINGLE-SIDED] completed I-539A Form with original signature for EACH additional applicant.

FEES
- One check or money order made payable to “U.S. Department of Homeland Security” in the amount of $370.00 for I-539 filing fee.
- One check or money order per applicant made payable to “U.S. Department of Homeland Security” in the amount of $85.00 for Biometrics Services Fee.

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]
- Copies of the H-1B/TN/O-1/E-3 employee’s three most recent paystubs.

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