

# 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.

## FEE

- One Check or money order made payable to “U.S. Department of Homeland Security” for I-539 filing fee. Confirm filing fee amount on the [USCIS website](#).

## *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**

**[www.ois.jhu.edu](http://www.ois.jhu.edu) or e-mail [H1B-Employment@jhu.edu](mailto:H1B-Employment@jhu.edu)**