



Please download, complete, and sign [USCIS Form I-539](#) and return it to us at your earliest convenience along with the following documents as checks, as relevant.

**PLEASE NOTE:** Forms I-539 and I-765 cannot be expedited. Since March 11, 2019, USCIS has refused to process dependents' I-539 applications on an expedited timeline when the H-1B spouse's petition is filed with premium processing. Therefore, even though your spouse's H-1B petition may be approved within 15 calendar days, USCIS processing times for I-539 dependent petitions are currently around 4-5 months. You can always check USCIS processing times here: <https://egov.uscis.gov/processing-times/> (select Form I-539 and the California Service Center). USCIS will not speak to UAB ISSS representatives about pending I-539 applications because we are the employer and are not related to or authorized representatives of employees' family members. If you wish to contact USCIS about your pending application, please feel free to do so at any time. The I-539 and I-765 applications are personal to you and have nothing to do with UAB. Your biometric appointment notice and I-539 approval notice(s) will arrive via US Mail at the home address you provide on Form I-539. They will not come to the UAB ISSS office.

**BIOGRAPHICAL INFORMATION**

Name \_\_\_\_\_  
Last/Family Names First/Given Names

Male Female Prefer not to identify Married Single

If child(ren) will need to file for H-4 status, please complete the additional Dependents section on page 2.

City of birth State/province of birth \_\_\_\_\_

Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

Country of permanent residence outside the US \_\_\_\_\_

Date of birth \_\_\_\_\_ Social Security Number (if applicable) \_\_\_\_\_  
MM/DD/YYYY

**Current residential address in the US:**

Street name and number \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone \_\_\_\_\_ Personal email address \_\_\_\_\_

**Residential address in home country outside the US:**

Street name and number \_\_\_\_\_ Apartment # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_



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IMMIGRATION HISTORY

Table with immigration history questions and Yes/No columns. Questions include: 'Have you ever held F-1 or F-2 status?', 'Have you ever held J-1 or J-2 status?', 'Have you ever been issued an Employment Authorization Document?', 'Does your spouse have an approved Form I-140?', 'Do you have a pending adjustment of status application?'.

CHILD(REN) BORN OUTSIDE THE US

Will your child(ren) need H-4 status? Yes No

If no, what immigration status do your children currently hold? \_\_\_\_\_

Child last and first name: \_\_\_\_\_

Child last and first name: \_\_\_\_\_

Child last and first name: \_\_\_\_\_

A SEPARATE Form I-539A must be filed for each child who will be applying for H-4 status with you. Each child will also need a separate check for \$85 (biometrics) made payable to "US Department of Homeland Security. You should sign the form on behalf of any child under the age of 14.

REQUIRED DOCUMENTS AND CHECKS

Please complete and email this form to arainey1@uab.edu along with pdfs of ALL of the following documents. Do not send pictures or screen shots of the documents. We cannot file the H-4 application without ALL necessary documents. Please send all attachments in one email or via Dropbox/Box.

- Biographical pages of your current, valid passport and all expired passports, and for each child born outside the US who will be applying for H-4 status
All US visas in your valid passport and any expired passports, and for each child born outside the US who will be applying for H-4 status



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- Your most recent Form I-94, printed from <https://i94.cbp.dhs.gov/i94/#/home>, and for each child *born outside the US* who will be applying for H-4 status
- All prior immigration documents covering your entire period of stay in US in any immigration status (e.g., Forms I-20, DS-2019, I-797, I-612 waiver approval, I-140, receipt notice for I-485, etc.), and for each child *born outside the US* who will be applying for H-4 status
- All EAD cards for H-4 employment (only if your spouse has an approved Form I-140)
- Marriage certificate (with notarized translation, if not in English—please see the template notarization form on page 3 of this document)
- Birth certificate of each child *born outside the US* (with notarized translation, if not in English—please see the template notarization form on page 4 of this document).  
YOU CANNOT TRANSLATE YOUR OWN DOCUMENTS. If you would like to use ISSS notary services, please make an appointment with Tracy Maxwell here <https://www.uab.edu/global/international-students-and-scholars/book-appointment>. You AND the translator must come to see Tracy in person with proof of identity so that she can notarize the translated documents.
- Checks for \$370 and \$85 made payable to “US Department of Homeland Security” for you and each child *born outside the US* who will be applying for H-4 status

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**If your spouse has an approved Form I-140, please continue reading.** If your spouse does not have an approved Form I-140, the following information does not apply to you, and you’re all done!

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If you wish to apply for or extend your H-4 work authorization based on your spouse’s approved I-140, also complete, print, and sign [USCIS Form I-765](#) and bring it to the ISSS office in the international center on the second floor of Sterne Library along with:

- Two passport-style photos
- Check for \$410 made payable to “US Department of Homeland Security”

We will include your I-539 and I-765 applications along with your spouse’s H-1B extension petition.



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Notarial Certificate of Translation

State of Alabama

County of Jefferson

The attached documents entitled \_\_\_\_\_ were translated from \_\_\_\_\_ into English by \_\_\_\_\_.

I, \_\_\_\_\_, certify that I am fluent (conversant) in the English and \_\_\_\_\_ languages, and that the above/attached document is an accurate translation of the document attached entitled \_\_\_\_\_.

Signature: \_\_\_\_\_

Typed Name

Address

Date

Who appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ in Birmingham, Alabama.

Notary signature:

Notary seal: