



University of Colorado
Denver | Anschutz Medical Campus

Office of International Affairs
International Student & Scholar Services

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Denver, CO 80217-3364
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www.ucdenver.edu/international

Change of Status from Nonimmigrant Status to H-4 (rev 7/8/2015)

REQUIRED DOCUMENTS AND FORMS

- Personal Check for \$290.00 made out to **United States Department of Homeland Security**.
- Completed I-539 form (Obtain latest version of the form from USCIS website forms section: www.uscis.gov. Complete on-line or by hand.)
- Letter from applicant (the dependent spouse or child is the applicant) explaining need for the change of status.
- Photocopy of evidence of relationship between applicant and H-1B visa holder: For spouse, this is an official marriage certificate. For a child, the official birth certificate. These documents must be translated if the original is not in English.
- Photocopy of spouse's/parent's current H-1B immigration documents: I-797 approval notice, I-94 record; H1B visa stamp; passport ID page; and most recent pay advisory.
- Photocopy of applicant's current and any previous immigration documents.
- I-94 record from <https://i94.cbp.dhs.gov/i94/consent.html>.
- If in H-1B status or other working status, most recent pay stub as evidence that applicant is maintaining current status at the time application is filed.
- Photocopy of most recent entry visa, identity page from passport.

SENDING APPLICATION

Make a copy of all documents before submitting the application to ISSS or sending the application to USCIS.

The application may be concurrently filed with the H1B petition filed on behalf of the spouse or parent. If not filed concurrently by ISSS, the application may be sent to USCIS separately.

If sending via US Postal Service, certified mail, or Express Mail:

USCIS
P.O. Box 660166
Dallas, TX 75266

Request a return receipt as proof of filing.

For courier deliveries, such as Federal Express, which require a street address:

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067 United States Citizenship & Immigration Services
Attn: AOS

NEXT STEPS

Notice of receipt will come within two weeks, giving application number, confirming date of receipt.

If USCIS has any questions, you may receive a Request for Evidence, which you should respond to before the date due.

****Please note that International Student & Scholar Services staff members are assisting you with your application in an advisory role only. We cannot and do not guarantee that your application will be approved by the US Department of Homeland Security. You are welcome to use the services of an immigration attorney.****