

Susan W. Scheer

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THE LIBERTY BUILDING
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PRACTICE LIMITED TO
U.S. IMMIGRATION LAW

TEL: 973-984-8400
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CHECKLIST TO EXTEND/ CHANGE NONIMMIGRANT STATUS (I-539 APPLICATION)

- Copy of Passport
- Copy of I-94 Entry Document
- Proof of financial evidence ability to maintain self in U.S. without need for employment; i.e.,
 - Wire Transfer of funds
 - Bank/investment records from abroad
 - Reference to credit card fund availability
 - Financial documentation of sponsor (tax returns, bank statements)
- Evidence of departure arrangements from U.S. (open date of return is not acceptable to I.N.S.)
- Proof of permanent ties in home country; i.e.,
 - Business, leave of absence letter from employer
 - Real Estate
 - Family ties (spouse, children)
 - School registration, leave of absence
- Explanation of need to extend visa; i.e.,
 - Travel
 - Illness
 - Attend specific function (wedding, baptism)
- Explanation of why time allotted by I.N.S. was not sufficient to accomplish original purpose of coming to U.S.
- Filing Fee Check in the amount of \$140.00 (made payable to Susan W. Scheer, Esq.)
- Legal Fee in the amount of \$750.00