



Instructions for Requesting Benefits Using USCIS ELIS

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Part 1: General Instructions

1.0 Introduction

USCIS is committed to creating an electronic benefit processing system that is easy to use and understand, and provides its users with timely and accurate information.

USCIS ELIS, our Electronic Immigration System, provides a simplified, online method for applicants, petitioners, and their attorneys or accredited representatives to submit and track electronically filed applications.

USCIS ELIS is designed to:

- Make it easier for you to access information about your benefit requests.
- Provide you with more up-to-date and detailed case information.
- Provide a variety of e-payment options.
- Reduce time spent entering information by automatically inserting into future benefit requests certain common information, such as your name and date of birth.
- Let you submit benefit requests and supporting evidence electronically.

2.0 General Instructions

2.1 How Do I Get Started?

Before you or your attorney or accredited representative can file an online benefit request in USCIS ELIS, a user account must be created.

You can start by going to www.uscis.gov/uscis-elis. You can also access USCIS ELIS through our Forms page: <http://www.uscis.gov/forms>.

Once you access USCIS ELIS, you will see instructions on how to create an account and file an online benefit request.

2.2 Who Can File?

The chart below shows who can file an I-539 request ([Application To Extend/Change Nonimmigrant Status](#)) in USCIS ELIS. USCIS will update this chart as more types of request forms become available through the online system.

If you want to...	and you...	then...	Exceptions
Extend status	are currently a... B-1, B-2, F-1, M-1 or M-2	you can file in USCIS ELIS.	<ul style="list-style-type: none">• Students in the F-1 classification who received a date-specific visa that requires completion of a given course of study within a specific

If you want to...	and you...	then...	Exceptions
			<p>time can extend status, if eligible for an extension, in USCIS ELIS.</p> <ul style="list-style-type: none"> Other F-1s are admitted for duration of status and should contact their designated school official to extend status.
<p>Change status</p>	<p>want to become a... B-1, B-2, F-1, F-2, J-1, J-2, M-1 or M-2</p>		<ul style="list-style-type: none"> M-1 vocational students who are seeking to transfer to another school are considered to be seeking an extension of status. An M-1 student may not change status to an F-1 student.
<p>Reinstate status</p>	<p>previously were a... F-1, F-2, M-1 or M-2</p>		<ul style="list-style-type: none"> The spouse or child of a person in F-1 or M-1 status may also be included in the principal applicant's benefit request.

2.3 What Should I Know Before Filing?

Before USCIS can grant your benefit request, you must establish your eligibility. You will be required to answer questions. USCIS will review your answers to determine if you are eligible.

If you must provide additional evidence, USCIS ELIS allows you to scan and upload evidence at the time you initially file your benefit request or in response to a Request for Evidence (RFE). If you have evidence that you believe supports your case, scan and upload it into USCIS ELIS before submitting your request. If you have trouble scanning and uploading documents and evidence after you have electronically submitted your application, you may mail the additional evidence to USCIS. However, mailing documents will add to the time it takes to process your application, so we strongly encourage you to scan and upload documents, if possible. If you must mail documents to USCIS, please provide the USCIS ELIS receipt number on the cover page and submit them to:

Vermont Service Center
 ATTN: USCIS ELIS
 75 Lower Weldon St.
 St Albans, VT 05479

USCIS may deny a benefit request submitted with false documents, misrepresentations of facts, or other fraudulent content. Persons involved in such fraudulent activity may lose the right to file for current and/or future immigration benefits and services. They may also face severe penalties, criminal and/or civil prosecution, fines, and/or imprisonment. We take fraud very seriously and may prosecute to the fullest extent of the law.