

Part 5: Beneficiary Information & Filing Instructions

3.4 Beneficiary Information

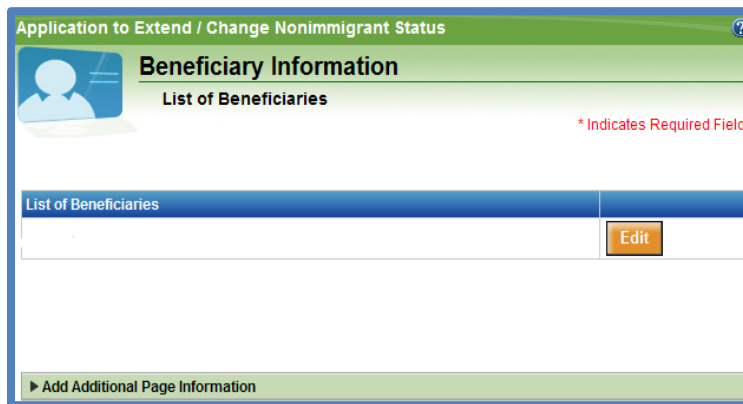
In this section, you are asked to provide information about beneficiaries you have included in your beneficiary request.

A beneficiary is someone who can either be included as an applicant in certain applications with USCIS or has a petition filed by another person (or themselves in certain instances) on his or her behalf.

3.4.1 Beneficiary's Relationship to You: General Information-

Type of Relationship

1. Provide the names of all beneficiaries you have included in your benefit request.



The screenshot shows a web form titled "Application to Extend / Change Nonimmigrant Status" with a sub-section "Beneficiary Information". Below the title is a "List of Beneficiaries" section. A red asterisk indicates a required field. The form contains a table with one row and an "Edit" button. At the bottom, there is a link to "Add Additional Page Information".

List of Beneficiaries

[Add Additional Page Information](#)

2. Select the type of relationship you have with the beneficiary. Select all options that apply.

Children

1. If the beneficiary is a child, select the type of relationship. (Examples: biological, adopted, stepchild.)
2. Provide the child's marital status. (Enter "Married" or "Not Married.").

Definitions and Required Documents

1. For the benefit you are seeking, you can only apply or petition for persons who are related to you.
2. Valid relationships include:
 - **Spouse:** A husband or wife of the applicant or petitioner in a spousal relationship created when a marriage has occurred in accordance with the laws of the jurisdiction where the marriage took place. Submit a copy of your marriage certificate issued by a government authority as evidence of your relationship.
 - **Biological child (not married):** An immediate descendant of the applicant or petitioner related by blood or genetic lineage. Submit a

copy of the child's birth certificate as evidence of your relationship. Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant who can still qualify as dependents up to the age 25, a child beneficiary must be under 21 years of age and unmarried to be eligible for this benefit.

- **Stepchild (not married):** A biological or adopted child of the spouse of the applicant or petitioner whom the applicant or petitioner has not adopted and who is not the biological child of the applicant or petitioner. Immigration law states that for a child to be considered a stepchild, the marriage between the applicant or petitioner and the child's parent must have occurred before the child turned 18 years of age.

As evidence of your relationship, submit a copy of the child's birth certificate and a copy of your marriage certificate showing that your marriage to the child's parent took place before the child's 18th birthday. Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant dependents, a child beneficiary must be under 21 years of age and unmarried in order to be eligible for this benefit.

- **Adopted child (not married):** Under immigration law, a child who the applicant or petitioner adopted while the child was under 16 years of age and who has been in the legal custody of, and has resided with, the adoptive parent or parents for at least 2 years. As evidence of your relationship, submit a copy of the child's birth certificate and the adoption decree showing you as the adoptive parent.

Under immigration law, when a child turns 21 years of age or marries, he or she is termed a "son" or "daughter". With the exception of certain A and G nonimmigrant dependents, a child beneficiary must be under 21 years of age and unmarried in order to be eligible for this benefit.

3.4.2 Beneficiary's Relationship to You: Specific Instructions

Account Information

If the beneficiary has a USCIS ELIS account number, type the 12-digit account number (example: 1234-5678-9101) in the space provided.

Full Legal Name

1. You must provide the beneficiary's full legal name for USCIS records and documents. The beneficiary's name must be the same as it appears on the beneficiary's passport, birth certificate or other legal form of identity.

2. You must submit a copy of the document used to establish the beneficiary's identity.

Name Changes

1. If the beneficiary's name has changed due to marriage, divorce, naturalization or adoption, or through a court order, you must submit evidence of the beneficiary's legal name change.
2. The following sets of terms are often used interchangeably:
 - (1) "family name", "surname", and "last name"
 - (2) "given name" and "first name"
 - (3) "middle name" and "second name".
3. If the beneficiary has no first name, select "No first name." If the beneficiary has no middle name, select "No middle name."

Other Names Used

1. If the beneficiary has ever used any other names, select "Yes."

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Name(s) * Indicates Required Field

Last Name (Family Name)*: First Name (Given Name)*: Middle Name*:

No First Name No Middle Name
Check No First Name if you do not have a first name Check No Middle Name if you do not have a middle name

Has the beneficiary ever used any names other than the name entered above? Select
Select
Yes
No

▶ Add Additional Page Information

- You must provide each name the beneficiary previously used, including nicknames and aliases. Examples of other names used include a maiden name, part of a first or last name, or a shortened or altered version of a legal name. Examples: Kate used in place of Catherine (given name), William used in place of Guillermo (given name), and Rama used in place of Ramachandran (family name).

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Name(s) * Indicates Required Field

Last Name (Family Name)*: First Name (Given Name)*: Middle Name*:

No First Name No Middle Name
Check No First Name if you do not have a first name Check No Middle Name if you do not have a middle name

Has the beneficiary ever used any names other than the name entered above? Yes

Other Name #1* ←

Last Name: First Name: Middle Name: ✗

No First Name No Middle Name

▶ Add Additional Page Information

3.4.3 Addresses

Current Physical Address

- If the beneficiary currently lives with you, select "Yes."

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Addresses

* Indicates Required Field

Does the beneficiary currently reside with you?*

Select ▼

Select

Yes

No

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2. If the beneficiary does not live with you, you must provide USCIS with the beneficiary's current physical address. This address may not be a Post Office Box (P.O. Box) or an "in care of" (C/O) address.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Addresses

* Indicates Required Field

Does the beneficiary currently reside with you?*

No ▼

Physical Address*

Street #: Street Name: Apt./Suite #:

Country: City/Town:

State: ZIP Code:

Province: Postal Code:

Mailing Address

Same as Physical Address

In Care of Name:

Street #: Street Name or P.O. Box: Apt./Suite #:

Country: City/Town:

State: ZIP Code:

Province: Postal Code:

► Add Additional Page Information

Mailing Address

1. If the beneficiary's mailing address differs from his or her physical address, enter that address in the spaces provided. You may provide a Post Office Box (P.O. Box) address if it is where the beneficiary receives mail.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Addresses

* Indicates Required Field

Does the beneficiary currently reside with you?


Physical Address*

Street #: Street Name: Apt./Suite #:

Country: City/Town:

State: ZIP Code:

Province: Postal Code:

Mailing Address 

Same as Physical Address

In Care of Name:

Street #: Street Name or P.O. Box: Apt./Suite #:

Country: City/Town:

State: ZIP Code:

Province: Postal Code:

► Add Additional Page Information

2. If the beneficiary's mail will be sent to you or the beneficiary in care of someone other than yourself or the beneficiary, include an "in care of" (C/O) name as part of the mailing address.

Foreign Addresses

1. If the beneficiary's residence is not within the United States or a U.S. territory, provide the beneficiary's foreign address in the space provided.
2. You must include the present-day name of the beneficiary's country, even if it had a different name when the beneficiary was born or last resided there. (For example, "Soviet Union" in the past, "Kazakhstan" today.) You also must include the province, postal code, and the country as part of the address.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Addresses

* Indicates Required Field

Does the beneficiary currently reside with you? No

Physical Address*

Street #:	Street Name:	Apt./Suite #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		City/Town:
Select	<input type="button" value="v"/>	<input type="text"/>
State		ZIP Code:
Select <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
Province:		Postal Code:
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>

Mailing Address

Same as Physical Address

In Care of Name:

Street #:	Street Name or P.O. Box:	Apt./Suite #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country		City/Town:
Select <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
State		ZIP Code:
Select <input type="button" value="v"/>	<input type="button" value="v"/>	<input type="text"/>
Province:		Postal Code:
<input type="text"/>	<input type="button" value="v"/>	<input type="text"/>

▶ Add Additional Page Information

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Addresses

* Indicates Required Field

Does the beneficiary currently reside with you?*


Physical Address*

Street #:	Street Name:	Apt./Suite #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	City/Town:	
Select <input type="button" value="v"/>	<input type="text"/>	
State	ZIP Code:	
Select <input type="button" value="v"/>	<input type="text"/>	
Province:	Postal Code:	
<input type="text"/>	<input type="text"/>	

Mailing Address

Same as Physical Address

In Care of Name:



Street #:	Street Name or P.O. Box:	Apt./Suite #:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	City/Town:	
Select <input type="button" value="v"/>	<input type="text"/>	
State	ZIP Code:	
Select <input type="button" value="v"/>	<input type="text"/>	
Province:	Postal Code:	
<input type="text"/>	<input type="text"/>	

[Add Additional Page Information](#)

3.4.4 Biographic Information

Current Member of the U.S. Military

If the beneficiary is currently a member of the U.S. military, select “Yes” in the space provided. Otherwise, select “No.”

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Biographic Information

* Indicates Required Field

Is the beneficiary a member of the U.S. military? → Select ▼

Date of Birth*:

Month*: Select ▼ Day*: Select ▼ Year*: Select ▼

Country of Birth*: Select ▼ City or Town of Birth:

State of Birth: Select ▼ Province of Birth:

Gender*: Select ▼

Citizenship*

Country of Citizenship List

Country of Citizenship	Action
Country of Citizenship: Select ▼	Add

Beneficiary's Relationship to Applicant or Petitioner: Select ▼

► Add Additional Page Information

Date of Birth

1. Provide the beneficiary's date of birth as it is shown on the beneficiary's birth certificate or other government-issued identity document.
2. Enter the beneficiary's date of birth using the month-day-year format (mm/dd/yyyy), even if the beneficiary's birth certificate or other government-issued identity document uses a different format.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Biographic Information

* Indicates Required Field

Is the beneficiary a member of the U.S. military?

Date of Birth*:

Month*: Day*: Year*: ←

Country of Birth*: City or Town of Birth:

State of Birth: Province of Birth:

Gender*:

Citizenship*

Country of Citizenship List

Country of Citizenship	Action
<input type="button" value="Select"/>	<input type="button" value="Add"/>

Country of Citizenship:

Beneficiary's Relationship to Applicant or Petitioner:

► Add Additional Page Information

Place of Birth

1. Provide the beneficiary's place of birth as it is shown on the beneficiary's birth certificate.
2. If the beneficiary's country was known by a different name at the time of the beneficiary's birth, select "Other" and insert the name of the country at the time of the of the beneficiary's birth.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Biographic Information

* Indicates Required Field

Is the beneficiary a member of the U.S. military?

Date of Birth*:
 Month*: Day*: Year*:

Country of Birth*: City or Town of Birth:

State of Birth: Province of Birth:

Gender*:

Citizenship*

Country of Citizenship List

Country of Citizenship:

Beneficiary's Relationship to Applicant or Petitioner:

Gender

Provide the beneficiary's gender (male or female or unknown).

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Biographic Information

* Indicates Required Field

Is the beneficiary a member of the U.S. military?

Date of Birth*:
 Month*: Day*: Year*:

Country of Birth*: City or Town of Birth:

State of Birth: Province of Birth:

Gender*:

Citizenship*

Country of Citizenship List

Country of Citizenship:

Beneficiary's Relationship to Applicant or Petitioner:

Country of Citizenship

1. Provide the name of the country of the beneficiary's citizenship. You should provide the country's present-day name.

2. If the beneficiary holds dual citizenship or is a citizen of multiple countries, list the beneficiary's primary country of citizenship and in the additional space provided supply the names of the remaining countries where the beneficiary was (or still is) considered a citizen.

The screenshot shows the 'Beneficiary Information' form in the USCIS ELIS system. The form is titled 'Application to Extend / Change Nonimmigrant Status' and 'Beneficiary Information'. The 'Biographic Information' section includes a dropdown for 'Is the beneficiary a member of the U.S. military?'. The 'Date of Birth*' section has dropdowns for 'Month*', 'Day*', and 'Year*'. The 'Country of Birth*' section has dropdowns for 'Country of Birth*', 'State of Birth*', and 'Province of Birth*', along with a text field for 'City or Town of Birth:'. The 'Gender*' section has a dropdown for 'Gender*'. The 'Citizenship*' section has a table with columns 'Country of Citizenship' and 'Action'. Below the table is a dropdown for 'Country of Citizenship:' with a red arrow pointing to it, and an 'Add' button. The 'Beneficiary's Relationship to Applicant or Petitioner:' section has a dropdown for 'Select'. At the bottom, there is a link for 'Add Additional Page Information'.

3.4.5 Immigration

Entry into the United States

1. Indicate the beneficiary's immigration status at the time of your entry into the United States. If you are not a U.S. citizen or lawful permanent resident of the United States, this status can usually be found on the Form I-94, Arrival-Departure Record, issued to the beneficiary at the U.S. port of entry.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Immigration

* Indicates Required Field

What was the beneficiary's status at the time of your most recent arrival into the United States?
 ←

Beneficiary's place of most recent arrival into the United States:

 City or Town

Beneficiary's date of most recent arrival into the United States:

 mm/dd/yyyy

Does the beneficiary have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?

What is the beneficiary's current immigration status?

Does the beneficiary have an alien registration number?*:

2. If the beneficiary has been in the United States previously, in the additional space provided enter the number of times he or she entered the U.S., the location where he or she entered, and the beneficiary's status each time he or she reentered the U.S. (Example: The beneficiary entered the U.S. as a B-2 visitor twice—in 3/1994 and 7/2010—at the San Ysidro port of entry.)
3. You can provide additional information for the beneficiary, such as prior entries and departures, in the additional space provided.

Most Recent Arrival (Arrival-Departure Record)

1. If the beneficiary was issued a Form I-94, I-94W or I-95 and still has it in his or her possession, select "Yes" and provide his or her Arrival-Departure Record Number.

2. If the beneficiary was issued a Form I-94, I-94W or I-95 but no longer has possession of it due to loss, theft, mutilation or damage, select “No” and provide the beneficiary’s explanation for not having the form.
3. If the beneficiary is a Canadian citizen who entered the United States as a visitor for business or pleasure, select “B1/B2.”
4. If the beneficiary entered the United States illegally, select “EWI” (for “Entry Without Inspection”).
5. If the beneficiary entered legally but subsequently violated his or her status or overstayed his or her authorized period of admission, enter the date that the beneficiary’s period of authorized admission expired.

Expiration of the Period of Admission

1. Enter the expiration date of the beneficiary’s Form I-94 in a month-date-year format (mm/dd/yyyy). The picture below shows where to find the expiration date on the beneficiary’s Form I-94.

Departure Number: 813106636 11

Date of Entry: FEB 05 2005

Department of Homeland Security
CBP I-94A (11/04) Departure Record

Expiration Date: 09/17/2007

Family Name: SAMPLE

First (Given) Name: AHMET

Country of Citizenship: PAKISTAN

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See Other Side

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2. If the primary applicant was admitted as a student for “duration of status” (D/S), the beneficiary was probably also admitted for D/S. If so, select D/S and then enter the date the beneficiary was admitted to the United States for D/S, but leave the expiration date blank.
3. If the beneficiary entered the United States under the Visa Waiver Program (VWP) and was admitted via VWP’s Electronic System for Travel Authorization, the beneficiary’s passport should contain a U.S. admission stamp with his or her class of admission (“WT/WB”) and the expiration date. Enter the date in the space provided.

Immigration Status

1. Provide the beneficiary’s immigration status at the time he or she last entered the United States.
2. Provide the time of last arrival, the location where the beneficiary entered and the date of the beneficiary’s last entry into the United States.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Immigration

* Indicates Required Field

What was the beneficiary's status at the time of your most recent arrival into the United States?
Select

Beneficiary's place of most recent arrival into the United States:
City or Town

Beneficiary's date of most recent arrival into the United States:
mm/dd/yyyy

Does the beneficiary have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?*

What is the beneficiary's current immigration status?

Does the beneficiary have an alien registration number?*

3. Provide the beneficiary's current immigration status.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information
Immigration

* Indicates Required Field

What was the beneficiary's status at the time of your most recent arrival into the United States?
Select

Beneficiary's place of most recent arrival into the United States:
City or Town

Beneficiary's date of most recent arrival into the United States:
mm/dd/yyyy

Does the beneficiary have a Form I-94/I-94W/I-95 Arrival-Departure Record Number OR an entry stamp in your passport to establish that you entered under the Visa Waiver Program Electronic System for Travel Authorization?*

What is the beneficiary's current immigration status?

Does the beneficiary have an alien registration number?*

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4. If the beneficiary already has an "A" number, select "Yes" and insert the 10-digit number (example: A0123456789) in the space provided.

5. If the beneficiary's immigration status has expired, enter, in the field provided, the date the status expired. If the beneficiary entered the country without inspection, admission or parole, select "EWI" ("Entry Without Inspection").

6. If the beneficiary has a valid and current immigration document issued by USCIS, U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection or a Department of Justice immigration court, provide the immigration status and document number in the additional space provided.

3.4.6 Government Identification

U.S. Government-Issued Identity Card or Document

1. If the beneficiary has an identity card or document issued by the U.S. government, select "Yes." This identity card or document must contain a photo of the beneficiary.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?*

Select

Select

Yes

No

► Add Additional Page Information

2. Provide information from at least one of the documents listed. You also will be required to scan and upload a copy of the beneficiary's identity document into USCIS ELIS.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?*

Yes

ID Type	Number	Expiration Date	Action
<p>Add New ID Type</p> <p>Government-issued Identity Type:</p> <p>- Select -</p> <p>Select -</p> <p>Passport</p> <p>Driver License or State ID</p> <p>Other Government ID</p>			

► Add Additional Page Information

3. If the beneficiary has a passport, select "Passport" and provide the name of the issuing country, the passport number and expiration date in the spaces provided.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?* Yes

ID Type	Number	Expiration Date	Action
<p>Add New ID Type</p> <p>Government-issued Identity Type:</p> <p>- Select -</p> <p>- Select -</p> <p>Passport</p> <p>Driver License or State ID</p> <p>Other Government ID</p>			

▶ Add Additional Page Information

- If the beneficiary has a driver's license issued by a U.S. state or territory, select "U.S. Driver's License" and provide the name of the issuing state or U.S. territory, the driver's license number, and the expiration date in the spaces provided.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?* Yes

ID Type	Number	Expiration Date	Action
<p>Add New ID Type</p> <p>Government-issued Identity Type:</p> <p>- Select -</p> <p>- Select -</p> <p>Passport</p> <p>Driver License or State ID</p> <p>Other Government ID</p>			

▶ Add Additional Page Information

- If the beneficiary has any other U.S. government-issued photo identification document, select "Other Government-Issued Photo ID" and describe the type of document. Provide any available document number and the expiration date in the space provided.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document? Yes ▾

ID Type	Number	Expiration Date	Action
<p>Add New ID Type</p> <p>Government-Issued Identity Type:</p> <div style="border: 1px solid black; padding: 2px;"> <p>- Select - ▾</p> <p>- Select -</p> <p>Passport</p> <p>Driver License or State ID</p> <p>Other Government ID</p> </div> <p style="text-align: right; color: red;">←</p>			
<p>▶ Add Additional Page Information</p>			

Foreign Government-Issued Identity Card or Document

1. If the beneficiary has an identity card or document issued by a foreign government, select "Other Government-Issued Photo ID." This identity card or document must have a photo of the beneficiary.
2. If the foreign identity card or document has an identification (ID) number, enter the number in the space provided.
3. If the foreign identity card or document has an expiration date, enter the date in the space provided.

No Identification Card Available

1. If the beneficiary does not have a government-issued identity card or document, select "No".

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?*

No

Explain why you do not have a government-issued identification document:

► Add Additional Page Information

3. In the additional space provided, submit the beneficiary's explanation for not having an identity document.

Application to Extend / Change Nonimmigrant Status

Beneficiary Information

Government Identification

* Indicates Required Field

USCIS must have information from an official government-issued identity document that belongs to the beneficiary. This identity document **must** contain a photo.

Does the beneficiary have a government-issued identity document?*

No

Explain why you do not have a government-issued identification document:

► Add Additional Page Information