

# Part 7: Preparer Information & Filing Instructions

## 3.7 Preparer

This section must be filled out if you did not complete this benefit request by yourself.

### 3.7.2 General Information

#### **DO NOT COMPLETE THE “PREPARER” SECTION IF:**

- You completed this benefit request by yourself, with no assistance from another person.
- Someone helped you only by demonstrating how to use a computer or related equipment, such as a scanner, to complete this benefit request.
- A licensed attorney is representing you as a client or if a Department of Justice Board of Immigration Appeals (BIA)-accredited representative completed this benefit request on your behalf. **If you are represented, do not file this benefit request using your USCIS ELIS account.**

Attorneys and accredited representatives MUST establish their own USCIS ELIS accounts and submit a Form G-28, Notice of Entry or Appearance as an Attorney or Accredited Representative, before they can file a benefit request on your behalf.

#### **COMPLETE THE “PREPARER” SECTION IF:**

- Any person (such as a business associate, relative, neighbor or friend) read the questions to you, translated the questions so you could understand them in your native language, provided views on the type of response required, or addressed any other substantive matters related to your benefit request.
- The preparer is not an attorney or BIA-accredited representative.
- The preparer is an attorney or BIA-accredited representative who only prepared the benefit request **and will not represent you** before the agency.

Application to Extend / Change Nonimmigrant Status

**Preparer** \* Indicates Required Field

The questions on this benefit request were:

Read by me, or to me, in the English language.

Translated to me in the language below.  
Translated to me in this language:

If translated, the translation was performed by

USCIS requires the disclosure of any person other than the applicant or petitioner who prepared or assisted in preparing this benefit request. If the person that helped you complete this benefit request only helped you by providing or helping you use a computer or electrical equipment to complete this benefit request, you do not need to provide that person's information or complete this section.

Did you prepare this benefit request yourself?

[▶ Add Additional Page Information](#)

### 3.7.2 Required Preparer Information

#### Preparer Name

You must provide the preparer's full legal name.

#### Preparer's Business or Organization (if applicable)

If the preparer is affiliated with a business or organization (including a charitable organization), provide the name of the preparer's business or organization.

#### Preparer's Mailing Address and Contact Information

1. You must provide the preparer's complete mailing address.
2. You must provide the preparer's daytime phone number, including any extension number.

#### Preparer Compensation and Relationship

1. If you paid the preparer to help you complete this benefit request, select "Yes."
2. If you know the preparer from a previous relationship or interaction, select "Yes" and describe the nature of the relationship in the space provided.

Application to Extend / Change Nonimmigrant Status

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USCIS requires the disclosure of any person other than the applicant or petitioner who prepared or assisted in preparing this benefit request. If the person that helped you complete this benefit request only helped you by providing or helping you use a computer or electrical equipment to complete this benefit request, you do not need to provide that person's information or complete this section.

Did you prepare this benefit request yourself?

Who Prepared this benefit request on your behalf?

The preparer is not an attorney or Board of Immigration Appeals (BIA)-accredited representative.

The preparer is an attorney or (BIA)-accredited representative who only prepared the benefit request and will not be representing the applicant or petitioner further.

The preparer is an attorney or (BIA)-accredited representative who will be representing the applicant or petitioner with USCIS.

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