Reinstatement Application Instructions for F-1 Students

International students who have fallen out of status due to a violation that is beyond their control can apply for a reinstatement of their F-1 student status through U.S. Citizenship and Immigration Services (USCIS). Students need to meet with an advisor at OIS before mailing their reinstatement application packet to USCIS.

Eligibility Requirements:
- Out of status for less than five months
- Registered full-time at USC
- Be able to remain in the U.S. while the application is pending with USCIS (approximately 4 to 6 months)

Instructions
Student submits the following documents to OIS for Form I-20 issuance:
- Completed OIS Program Extension form
- Financial Document

Application Checklist
Upon receipt of the Reinstatement I-20, student mails following supporting documents to USCIS. Students should keep photocopies of all the documents for record keeping purposes.

- Photocopy of Form I-20 w/Reinstatement Recommendation (issued by OIS)
  - Student must sign and date page 1 of the Form I-20
- Completed Form I-539 (https://www.uscis.gov/i-539)
  - Must be typed—do not handwrite
  - Signature must be in black ink
- $370 Application Fee Payment
  - Check or money order, payable to U.S. Department of Homeland Security
  - Write your I-94 number and your date of birth on the front of the check
- SEVIS I-901 Fee Payment Receipt
  - Students who have been out of status for less than five months do NOT need to pay the fee again. Just submit a photocopy of the payment receipt or request a reprint online: www.FMJfee.com
  - Students who have been out of status for five months or more must pay the SEVIS I-901 Fee again. To make a payment, visit at www.FMJfee.com
- Financial Documents
  - Example: a bank statement from you or your family or an offer of a Teaching or Research Assistantship
- Letter of explanation from student
  - How did you fall out of status? What were the circumstances for the lapse in status?
  - Establish that you had no intention of violating the F-1 status
- Designated School Official (DSO) letter of support for reinstatement application
- Photocopies of all previously issued Form I-20s
- Official transcripts from all schools attended in the U.S.
- Photocopy of passport page with the expiration date and photo
- Photocopy of F-1 visa stamp
- I-94 Print Out (https://i94.cbp.dhs.gov/I94/#/home)
- Photocopy of all change of status records prior to current F-1 status, and any extension of stay notices
- Additional supporting documents
  - May be needed depending on each individual’s case, such as a letter from previous school(s) or, if relevant, prior reinstatement approvals

Mail Reinstatement Application Packet to:
For USPS Certified Mail (request return receipt)  For Express mail and courier deliveries:
USCIS  USCIS - ATTN: I-539
P.O. BOX 660166  2501 S. State Highway 121 Business, Suite 400
Dallas, TX  75266  Lewisville, TX  75067

Office of International Services
USC