

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 F1 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)

USCIS
P.O. BOX 660166
Dallas, TX 75266

For Express mail and courier deliveries:

USCIS - ATTN: I-539
2501 S. State Highway 121 Business, Suite 400
Lewisville, TX 75067