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). In order to be eligible for a reinstatement, the student must:

- Have been 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

1) **Schedule an appointment with an advisor at OIS** to review reinstatement options and eligibility
2) **Submit Program Extension Request form** and supporting financial documents to OIS advisor in order to receive an I-20 endorsed for reinstatement (“Reinstatement I-20”)

USCIS 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.

- **Form G-1145** ([https://www.uscis.gov/g-1145](https://www.uscis.gov/g-1145))
  - Typed, not handwritten

- **Original, Signed Form I-539/I-539A** ([https://www.uscis.gov/i-539](https://www.uscis.gov/i-539))
  - Be sure to download most recent version of form and instructions from the USCIS link above to prevent denial. Always confirm the below information matches the instructions provided by USCIS.
  - Typed, not handwritten
  - Signature: Use black ink to sign name in the signature box. Ensure the signature stays within the box.
  - I-539A must only be completed if student has dependent(s)

- **Photocopy of I-20 w/Reinstatement Recommendation (issued by OIS)**
  - Sign and date the “Student Attestation” section

- **$455 Payment — Covers $370 Application Fee + $85 Biometrics Fee**
  - Choose one of two options:
    - **Form G-1450** ([https://www.uscis.gov/g-1450](https://www.uscis.gov/g-1450)) for US credit card payment
    - **Check (personal, cashier’s, or money order) from a US bank**
      - Make check payable to: **US Department of Homeland Security**
      - For amount, write: **Four hundred fifty five dollars**
      - For memo section (front, bottom left corner), write date of birth (MM/DD/YYYY) and I-94 number
      - If check is a cashier’s check, money order, or from another account holder, be sure to also write your name (last name, first name)
      - Do not write or sign on the back of the check
      - Check must have an imprinted name on upper left corner and imprinted or handwritten address
      - *Total may differ if dependents are included in reinstatement. An additional $85 per dependent is required.*

- **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 but must submit a photocopy of the payment receipt or request a reprint online ([www.FMJfee.com](http://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

*Continued on next page*
Reinstatement Application Instructions for F-1 Students (continued)

USCIS APPLICATION CHECKLIST (CONTINUED)

☐ Designated School Official (DSO) letter of support for reinstatement application
☐ Photocopies of all previously issued 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
☐ Printout of most recent Electronic Form I-94 (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
☐ Any 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

MAILING INSTRUCTIONS:
1. Make photocopies of the entire application for your records
2. Mail application packet by certified US mail to the appropriate USCIS Lockbox Facility—see addresses below

Mail your reinstatement application 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