

## 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).

### Eligibility Requirements

- Must have been out of status for *less than* five months
- Be registered in a full course load at USC for current and/or future semester
- Be able to remain in the U.S. while the application is pending with USCIS (could take up to approximately 16 months)

### Instructions

- 1) [Meet with an advisor during OIS Live](#) to review reinstatement eligibility and filing options
- 2) Submit the [Reinstatement I-20 Request](#) and supporting financial documents via Trojan International in order to receive an I-20 endorsed for reinstatement ("Reinstatement I-20")
- 3) [Create an online USCIS Account](#)
- 4) Submit [completed Form I-539 and supporting documents online](#)

### USCIS Online Application Checklist

The Form I-539 is the official USCIS reinstatement application. Student will be required to upload the following supporting documents along with their Form I-539 to USCIS. Student should keep copies of all the uploaded documents for record keeping purposes.

- ☐ **Copy of Form I-20 w/Reinstatement Recommendation (issued by OIS)**
  - Sign and date the "Student Attestation" section
- ☐ **\$370 Payment of Application Fee (non-refundable)\***
  - The USCIS online system will guide you through the process of paying your fee with a U.S. credit or debit card. Once you are ready to submit your form, the system will automatically direct you to the secure Department of Treasury site, [pay.gov](https://pay.gov), to pay your fees online.
  - \*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
- ☐ **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**
- ☐ **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 (if applicable)**
- ☐ **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

### Upon submission of the Form I-539 and while application is pending with USCIS, students must:

- Login to their USCIS account, download the I-797 Receipt Notice and email it to OIS as proof of filing their Form I-539
- Check their email as well as their USCIS account regularly for any communication from USCIS (i.e. Request for Evidence, other additional requirements, updates from OIS). Notify OIS of any follow-up messages from USCIS for additional guidance.
- Continue to maintain a full course load at USC
- Continue making normal academic progress
- Do not engage in any on or off campus employment/internships in the U.S.
- Do not travel internationally
- Contact OIS immediately once their application has been adjudicated by USCIS (approved or denied)