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
- ☐ **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, to pay your fees online (https://www.uscis.gov/i-539).
    Total may differ if dependents are included in reinstatement.
- ☐ **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)
- ☐ **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)