

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](https://www.uscis.gov/i-539), 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)