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 12-18 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)
  • Typed, not handwritten

☐ Original, Signed Form I-539/I-539A (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) 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)

☐ 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

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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](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  
Attn: I-539  
P.O. BOX 660166  
Dallas, TX  75266-0166

For Express mail and courier deliveries:  
USCIS  
ATTN: I-539 (Box 660166)  
2501 S. State Highway 121 Business, Suite 400  
Lewisville, TX  75067-8003