PETITION FOR F-1 STATUS REINSTATEMENT WITH USCIS

HOW TO APPLY

• Write your own letter explaining your circumstances. You will need to explain the violation and outline how you are eligible for reinstatement. To be eligible you:
  A) Cannot have been out of status for more than 5 months at the time of filing reinstatement (unless you can demonstrate exceptional circumstances and you are filing as promptly as possible);
  B) Do not have a record of repeated or willful violations of USCIS regulations;
  C) Currently pursuing or intending to pursue a full course of study in the immediate future;
  D) Not engaged in any unauthorized employment;
  E) Is not deportable on any grounds; and
  F) Establishes to the satisfaction of USCIS by a detailed explanation showing that
     a. The violation of status resulted from circumstances beyond the student’s control (e.g. injury, illness, closure of SJSU, a natural disaster, or mistake by an international student advisor) OR
     b. The violation relates to a reduction in course load that would have been in the international student advisor’s power to authorize and failure to approve reinstatement would result in extreme hardship to the student.

• Complete USCIS Form I-539, optional Form G-1145 (for email and text notification of application receipt) and G-1450 (if paying by credit card). Available at https://www.uscis.gov/forms. Type responses in fillable PDF and print out.

• Complete the attached form “I-20 Request for Reinstatement”.

• Complete the Declaration of Finance form. Obtain and attach updated financial documents. A bank letter is not enough; it is recommended you submit proof of 4 to 6 months of bank statements. Must be in English with account balance in U.S. dollar.

• If appropriate, obtain a letter from your academic advisor confirming expected completion date with a statement you are making normal progress towards a degree.

• Assemble supporting document. Include documents to support your person letter; includes academic transcript or medical record/letter from a doctor to confirm a medical condition.

• Make an appointment to meet with an international student advisor. Bring the following materials to your appointment:
  1. Your personal letter explaining the circumstances, eligibility, and request for reinstatement to F-1 status
  2. Completed Form I-539, typed and printed
  3. ISSS I-20 Request for Reinstatement form
  4. Completed Declaration of Finance form and proof of finances
  5. Any supporting documents (e.g. academic transcript, schedule of classes, academic or medical letter or support)

• An ISA will review your reinstatement documents and issue a “Reinstatement requested I-20”.

• Mail your reinstatement application to USCIS. See the “List of Documents to Mail” section. The mailing address depends on which delivery method you choose:

  U.S. Postal Service (USPS)  
  USCIS  
  P.O. Box 660166  
  Dallas, TX 75266

  Express Courier Service (FedEx, UPS, DHL)  
  USCIS  
  ATTN: I-539  
  2501 S. State Highway 121 Business Suite 400  
  Lewisville, TX 75067

Disclaimer: Any advice provided to you by ISSS staff and any information on our website, forms, etc. should not be construed as legal advice. Due to the fluid nature of governmental interpretation, the immigration law, regulations, and eligibility requirements for benefits may change at any time. It is your responsibility to seek professional legal advice if you have case specific concerns.
LIST OF DOCUMENTS TO MAIL
Assemble your documents in this order, secure with paper clip or binder clip.

1. **$370.00 application fee**; money order or personal check payable to U.S. Department of Homeland Security or submit Form G-1450 if paying by credit card.
2. **Form G-1145**, E-Notification of Application/Petition Acceptance (optional)
3. **Form I-539**, completed, print on single side of paper, sign and date in blue or black ink. The word “REINSTATEMENT” should be written on top of the form to distinguish the purpose.
4. Your **personal letter** explaining circumstances and request for reinstatement
5. Photocopies of page 1 & 2 of new “Reinstatement requested” I-20, signed by you and ISSS advisor
6. Enrollment record (academic transcript, class schedule, etc.)
7. **Originals of financial support**
8. Photocopy of passport identity page; visa, electronic I-94 record printout
9. Additional evidence of support (if applicable)
10. If SEVIS record terminated more than five months ago, receipt showing $200 SEVIS (Form I-901) fee re-paid (visit [http://www.fmijfee.com](http://www.fmijfee.com))
11. If any dependents, complete the relevant sections of Form I-539 and include copies of his/her passport(s), visa(s), I-94(s), and I-20(s).

It is recommended you make a copy of the entire reinstatement application prior to sending to USCIS. Mail your application in a verifiable manner (e.g. certified mail or return receipt).

**Application Receipt and Online Status Check**

**Text and Email Receipts.** If you submit Form G-1145 you will receive a receipt number by text message or email; such electronic notifications are considered unofficial communication. The USCIS Service Center will send you an official paper receipt in the mail. It may take up to 4 weeks to receive a filing receipt (Form I-797C).

**Online Status Check.** The status of your application can be reviewed with USCIS Case Status Online here: [https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do). You will need to locate your file or case number on your filing receipt. Enter your receipt number (example WACxx-xxx-xxxx) without the hyphens.

**Reinstatement Case Decision**

If reinstatement is approved USCIS will send you an approval notice, Form I-797A Notice of Action, in the mail as proof you have been reinstated to F-1 student status. Bring in the official approval notice to an international student advisor so we can update your SEVIS record. We will re-print an updated I-20 for “Continued Attendance”.

If your reinstatement request is denied you will be given a date of voluntary departure by which to leave the United States (usually within 30 days of notification) and you may not appeal the decision.

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**I-20 REQUEST FOR REINSTATEMENT**

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**Section A. Student Information**

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<th>Last/Family Name:</th>
<th>First/Given Name:</th>
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<th>Email:</th>
<th>Telephone:</th>
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**Local Address**

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<th>State</th>
<th>Postal Code:</th>
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**Foreign Address**

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<th>State/Province (if applicable):</th>
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<th>Postal Code (if applicable):</th>
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**Dependent Information** (if applicable)

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<th>Country of Birth</th>
<th>Country of Citizenship</th>
<th>Relationship (e.g. spouse, child)</th>
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**Section B. ISSS Staff**

**Required Documents**

- [ ] Declaration of Finance form
- [ ] Proof of Finances

**ISA Status Verification**

- [ ] Admission status (if new student)
- [ ] Degree and Program information verification
- [ ] Expected Graduation Term _____________
- [ ] Enrollment Status (if enrolled)

Date form is received: ____________

Notes:

Advisor’s Signature: ____________________________

Approval Date: ____________

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