

## Reinstatement to F-1 Student Status - Application Procedures and Checklist

- Letter of Explanation**
  - Why are you out of status? (specify the violation)?;
  - What is the reason for the status violation?;
  - What is the effect on you if you don't receive reinstatement?;
  - Include a statement that you are currently pursuing or are intending to pursue a full course of study?;
  - Specifically request that USCIS reinstate your F-1 student status.
- [Form I-539 \(Application to Extend Status/Change Nonimmigrant Status\)](#)**
  - Please download the form, type in all answers, and sign in BLUE INK
  - Part 2. Application Type = "3. Reinstatement to student status."
  - Part 3. Processing Type = "1.b. Check this box if you were granted, or are seeking, Duration of Status (D/S)."
- [Form G-1145 \(E-Notification of Application/Petition Acceptance\)](#)**
  - Please download the form and type in all answers
  - Enter your personal email address, not SCSU
- Financial Support Documents**
  - Documents **must** adhere to the following:
    - Be originals, photocopies, scanned copies or faxed documents printed on bank letterhead and certified with the bank's stamp or seal; we reserve the right to verify authenticity
    - Be dated within six months of today's date
    - If financial support will be provided by anyone other than the student, the sponsor **must submit a letter in English** indicating his/her willingness to support the student
    - All documents must be written In English; if English is not the language in which the bank documents are issued, the bank documents must be accompanied by a certified, literal English translation.
- Original **I-94 card** or **[electronic print out](#)**
- Official transcripts** for all U.S. schools attended since you came to the U.S.
- COLOR Copy of valid **passport** (biographical and extension pages)
- Copies of **all previous I-20's** from all schools attended
- Any **other documentation** that might help establish the nature of the violation
- Filing fee: **\$370.00**
  - Payable by money order, personal check, cashier's check to "U.S. Department of Homeland Security"
  - Payably by credit card by completing **[Form G-1450 \(Authorization for Credit Card Transactions\)](#)**
- If your SEVIS record has been terminated for more than 5 months, SEVIS I-901 fee: **\$200.00**
  - Payable online by credit card at **[FMJFee](#)**, print out the receipt to submit

Meet with advisor in the Center for International Studies to obtain new I-20.

- Include in application packet **New I-20** for Reinstatement Requested (signed in blue ink), keep one (1) copy.
- Mail all of the above listed documents to:

If using standard USPS mail:  
USCIS  
PO Box 660166  
Dallas, Texas 75266

If using express or courier mail service:  
USCIS  
Attn: I-539  
2501 S. State Highway 121  
Business Suite 400  
Lewisville, Texas 75067

Please note:

- USCIS must receive your application within 30 days from the DSO signature date on page 1. Failure to do so will result in an automatic denial of your application.
- We encourage you to send your application through a tracked mailing system (e.g., US Postal certified mail, FedEx, UPS) to ensure safe delivery.

Additional Notes:

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