

As an F-1 international student who has failed to maintain his or her immigration status may request reinstatement from the U.S. Citizenship & Immigration Services (USCIS). The USCIS has the discretion to reinstate students to lawful immigration status. Generally speaking, the USCIS will reinstate a student to lawful F-1 student status if:

1. The violation of status was due to circumstances beyond the student's control OR failure to be reinstated would result in extreme hardship to the student AND
2. The student is currently pursuing a full-time course of study AND
3. The student has not engaged in unauthorized employment AND
4. The student has not been out-of-status for more than 5 months.

An F-1 student, who fell out of status due to the following reason, should apply for reinstatement:

1. The student failed to maintain a full-time course of study (12 credits for undergraduate students or 9 credits for graduate students) or did not have Designated School Official (DSO) approval for a reduced course load.
2. The student failed to apply for an extension prior to the expected completion date in section 5 of the form I-20.
3. The student failed to complete a SEVIS transfer in a timely manner.

Part I. Student Information

1. Student Name _____ 2. CID No. C 3. SEVIS ID No. 00 _____
 4. Degree _____ 5. Major _____ 6. No. of Credits Remaining to Graduate _____
 7. Name of Your Academic Department _____ Expected Date of Completion _____

Part II. Important Note

After the reinstatement application is filed, you may continue to attend school while the application is pending. However, you may not begin an assistantship or engage in any on- or off-campus employment until your reinstatement application is approved by USCIS. Currently it takes two to four months for USCIS to adjudicate such applications.

Part III. Instructions

Make an appointment with International Services (IS) Advisors and bring the following with you.

1. Completed, signed Form IS-160
2. Download and Completed [Form I-539](#)
3. [Check or money order](#) payable to the Department of Homeland Security
4. Complete copies of all previous form I-20s
5. Financial documentation for new Form I-20
6. Photo copy of Form I-94 (front and back)
7. Photo copy of passport and visa (If you are a Canadian citizen, you may enclose a copy of your citizenship card or a birth certificate & a government-issued photo ID)
8. Form I-901 (proof that you have paid the SEVIS fee)
9. A cover letter from you explaining your circumstance. Be sure to address the above-mentioned criteria.

During the interview, the International Services Advisor will review your documentation and if requirements are met, the Advisor will issue a **Reinstatement Form I-20** and make the recommendation.

Mail all the documents listed on the left (except this form) including the Reinstatement Form I-20, within 30 days after the new Form I-20 was issued by certified mail with return receipt to the following address:

**USCIS
P.O. Box 660166
Dallas, TX 75266**

If you do not live in SC, please visit [USCIS website](#) for your filing address

Part IV. Signature

Student Signature _____ Date _____

