

To apply for reinstatement to F-1 status, the student must make an appointment with an adviser at the International Services Center. If applying online, all documents **must** be scanned and then uploaded. The student must submit the following documents:

- Completed, printed I-539 Form, or filled online at [www.uscis.gov](http://www.uscis.gov)
- Personal check/money order/bank check made payable to U.S. Department of Homeland Security for \$290.00 (online applicant must pay with a credit card)
- I-20 Request Form
- A letter stating
  - » Circumstances beyond the student's control for being out of status
  - » Reason(s) that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to the student (the student provides the detail of the hardship)
  - » That the student is currently pursuing, or intends to pursue, a full course of study
  - » That the student has not engaged in unauthorized employment
- Financial documents [bank statements, affidavit of support (Form I-134), etc.]
- A copy of complete passport
- A copy of visa page
- A copy of I-94
- Copies of previous I-20s
- Copy of Social Security card, if you have one
- If the student has been arrested, submit the police clearance letter from the jurisdiction where the arrest took place, a certified copy of the arresting officer report, and a certified copy of the court disposition
- All applicable transcripts from U.S. institution
- DSO letter documenting timeline and any applicable information