



UCF GLOBAL

CHECKLIST FOR F-1 REINSTATEMENT

To apply for reinstatement to F-1 status, you must make an appointment with an UCF Global Immigration Advisor. You will need to submit the following documents:

- Completed I-539, Application To Extend/Change Nonimmigrant Status
We strongly recommend typing your form to avoid typographical errors due to handwriting.
<https://www.uscis.gov/i-539>
- Personal check/money order/ bank check made payable to U.S. Department of Homeland Security for \$370.00 (*online applicant must pay with a credit card*)
- I-20 Request Form
<https://www.international.ucf.edu/formsandfiles/8039>
- A letter addressed to USCIS explaining the following:
 - » **Circumstances beyond your control for being out of status**
 - » **Reason(s) that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to you**
 - » **That you are currently pursuing, or intends to pursue, a full course of study**
 - » **That you have not engaged in unauthorized employment**
- Certification of Finances Form
<https://www.international.ucf.edu/formsandfiles/7858>
- Financial documents: Bank statements, affidavit of support, etc.
- A copy of passport
- A copy of visa
- A copy of I-94
- Copies of all previous I-20s
- If you have 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. institutions
- Letter from your Designated School Official(DSO) documenting the timeline and any applicable information