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](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](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](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