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 Non-immigrant 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)

- Filing Fee. Refer to the USCIS website for the current fee.
  [https://www.uscis.gov/i-539](https://www.uscis.gov/i-539)

- Form I-20 Request
  Submit the Form I-20 Request online at [https://my.intl.ucf.edu/](https://my.intl.ucf.edu/). (Log in with your NID and Password)

- 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

- 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. institution

- Letter from your Designated School Official (DSO) documenting the timeline and any applicable information