

# REINSTATEMENT TO F-1 STUDENT STATUS

## An F-1 student can fall out of status with USCIS in the following ways:

- If the student has not maintained a full course study as required by **USCIS** (12 hours per semester for undergraduate students)
- If the student's completion date in item #5 on the I-20 form has expired and no extension of stay was requested
- If the student has worked without authorization or has worked beyond the allowed number of hours
- If the student has failed to follow the correct procedures to transfer from one institution to another within the first 15 days at the new institution
- If the student has moved to a higher degree level and did not notify the International Student Office so that **USCIS** could be notified of the student's degree change

## To apply for reinstatement to F-1 student status, the student must do the following:

1. Complete Form I-539 (Please complete the form in black ink.).
2. Write a letter to **USCIS** requesting reinstatement, explaining the reason for failing out of status and providing documentation to support the explanation, if possible.
3. Provide current proof of financial support (official bank letter & notarized affidavit of support form).
4. Provide photocopies of the passport, including the photo page, the page with the passport's expiration date, and the visa page.
5. Provide original I-94 card or copy of the F-1 entry stamp of the passport along with your electronic I-94 Arrival Departure Record. You can print your electronic I-94 Arrival Departure Record at <https://i94.cbp.dhs.gov/I94/#/home>.
6. Copies of previous I-20(s).
7. Official transcripts from all schools attend while on a student visa.
8. Submit a new I-20 form prepared by the International Student Office.
9. Include a money order/check for \$370.00 made payable to **U.S. Department of Homeland Security** or complete Form G-1450 Authorization for Credit Card Transactions.

If the reinstatement is approved, USCIS will send an approval notice and an updated I-94 card to the student. If the reinstatement is not approved, the student will be asked to depart the U.S. (usually within 30 days). Contact the **Coordinator of International Student Admissions via email at [pmsolomon@waketech.edu](mailto:pmsolomon@waketech.edu)** to set up an appointment to submit your application or if you have further questions.