REINSTATEMENT TO F-1 STUDENT STATUS

<u>An F-1 student can fall out of status with **USCIS** in the following ways:</u>

- 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 on page 1 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

<u>To apply for reinstatement to F-1 student status, the student must do the following:</u>

1. Include money orders/checks payable to **U.S. Department of Homeland Security** for $370.00 for the Form I-539 filing fee and $85 for the biometric services fee or complete Form G-1450 Authorization for Credit Card Transactions (two separate payments).

2. Complete Form I-539 (Please answer all questions, sign, and date in black ink or type. If the question does not apply, you will indicate N/A and None for numeric responses).

3. Include the new I-20 form prepared by the International Student Office.

4. Write a letter to **USCIS** requesting reinstatement and explain the reason for failing out of status. You will provide documentation to support the explanation.

5. Provide current proof of financial support (official bank letter, three monthly bank statements, & notarized affidavit of support form).

6. Provide photocopies of the passport, including the photo page, the page with the passport's expiration date, visa page, and F-1 approval notice (if applicable).

7. 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.

8. Provide copies of all previous I-20s (all pages, all institutions).

9. Include an enrollment verification from current school and official transcripts from all schools attended while on a student visa.

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. Contact the **Coordinator of International Student Admissions via email at pmsolomon@waketech.edu to set up an appointment and wait for a confirmation to submit your application**.