

REINSTATEMENT TO F-1 STATUS

If you have in some way violated the terms of your F-1 status in the United States, you may be required to file for reinstatement. This application is filed with the United States Citizenship and Immigration Services Center (USCIS). Under normal circumstances, it takes the USCIS approximately three months to review these applications and determine if a student is eligible for reinstatement. Filing an application *does not guarantee* that your status will be restored.

What follow are a few situations in which you might be considered to be out of status:

1. You are attending a U.S. institution other than the one that issued your current I-20 form (Certificate of Eligibility for Non-immigrant Status)
2. You are not carrying a full course of study (12 credit hours for undergraduate students; 9 for graduate students) or you have dropped below the required course load without previous authorization from the Office of International Student Services.
3. You have stayed in the United States either longer than your I-20 indicates you are authorized to do under section 5 of the I-20 or beyond the completion of your course of study, plus a 60-day grace period. Please note, *you are not eligible for a 60-day grace period if you fail to complete your course of study!*
4. You have allowed your passport to expire.
5. You failed to check in with the International Student Services Office upon arrival at Portland State University

If you have been employed off-campus without proper authorization, you may NOT apply for reinstatement and may only regain your student status by exiting and re-entering the U.S. on a new I-20.

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What do you need?

To apply for reinstatement, you will need to provide the following documentation. Please see the reverse of this page for an explanation of each document:

1. DHS Form I-539 and the accompanying fee - \$300.00
2. NEW documentation of source and amount of financial support
3. DHS Form I-20 (this will be issued to you by the PSU ISS office upon receipt of this application)
4. Photocopies of (include the same copies for any F-2 dependents):
The identity and expiration date pages in your passport and your visa
All PSU and previous school unofficial transcripts AND all previous I-20's
5. ORIGINAL DHS Form I-94 (include the original I-94's for all F-2 dependents as well)
6. Cover letter (see reverse for a detailed explanation). Make sure you explain thoroughly how your fall from status was out of your control.. These are the bases the USCIS uses when reviewing your application.

Explanation of forms and documents

Form I-539. This is the form used to request reinstatement. The form can be [downloaded from the web](http://uscis.gov/graphics/formsfee/forms/index.htm) at <http://uscis.gov/graphics/formsfee/forms/index.htm>.

\$300 fee. This fee must accompany form I-539. The US CIS does not accept cash, so you must send either a money order or a personal check made payable to Department of Homeland Security. A personal check is the best option because your file number will be stamped on the back of the cancelled check. Having this number is extremely helpful if anything should happen to your Receipt Notice. HOWEVER, bouncing a check with the USCIS a major offense and will almost certainly result in your application being denied. If you write a check, be absolutely sure that sufficient funds will be in place to cover it for the next 4 weeks.

Financial support documentation. This documentation may take the form of bank statements, letters from your sponsor(s), or other proof that you have sufficient financial support for either one year of study or the remainder of your academic program, whichever is shorter.

Form I-20. The Office of International Student Services will issue a new I-20 for you once you have provided new financial documentation (see above explanation).

Photocopies. Please make sure the photocopies are clear, that all dates and places named are legible, and that you include the pages showing the expiration date of the passport.

Form I-94. The US CIS requires that we submit your ORIGINAL I-94 card when you apply for reinstatement. It will be returned to us when the US CIS has reached a decision concerning your reinstatement.

Cover letter. In this letter you must explain to the US CIS the circumstances beyond your control which have caused you to fall out of status. You should provide detailed information about your situation. The better you are able to explain yourself, the better are your chances of being reinstated to student status.

???? Questions ????

International Student Services (ISS) : 503-725-4094

Advisors:

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