
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, DO THE FOLLOWING:

1. Complete Form I-539
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/request.html>
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 Office of PCC Global.
9. Include a money order for \$290.00 made payable to USCIS.

If you have any questions regarding reinstatement, please contact Jessica Jaimes, Director of PCC Global, Pitt Community College at (252) 493-7480 or by email at jjaimes@email.pittcc.edu

