How to Apply for
Reinstatement to F-1 Status
International Student and Scholar Services

You may choose to apply for reinstatement to F-1 status via USCIS's online system ELIS or via paper application. If you apply with a paper application, we will be happy to review each document with you and assist you in arranging your documentation in the proper order before you submit the application. If you apply online, we will not have access to the documents you upload but can review paper or PDF versions before you upload them. If you decide to use ELIS and would like for us to review the I-539 with you, you will need to print a draft of your application so that we can review it in person or via e-mail. Once you have submitted the application, it is not possible to go back and edit it.

You can access ELIS here:
USCIS has provided a set of instructions for each aspect of the online application here:
http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=e18a386e21278310VgnVCM100000082ca60aRCRD&vgnextchannel=b1659e415d116310VgnVC
M100000082ca60aRCRD.

What follows is a step-by-step guide for completing the paper Reinstatement application. This should also assist you in gathering documents if you are applying through ELIS.

1. COMPLETE THE FOLLOWING APPLICATION FORMS:
   ✓ Application to Extend/Change Nonimmigrant Status (Form I-539)
   - If you complete this form electronically at the USCIS website (www.uscis.gov):
     - In Part 1, “Expire on,” override system default for entering a date and enter “F-1 D/S.”
     - In Part 3, Item 1, do the same as above.
     - Print out form and sign it in blue ink in Part 5.
   - If you complete this form by hand:
     - In Part 3, Item 1, do the same as above.
     - Sign the form in blue ink in Part 5.

   ✓ Attachment to Form I-539- Request for Reinstatement to F-1 Student Status. You are appealing to USCIS to permit you to continue your studies at Stevens Institute of Technology. You must write your request with that in mind. It is up to you to convince the immigration officer who will review your application that you merit having your F-1 status returned to you to continue your studies.

2. ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:
✓ **Evidence.** Attach documents that prove your case, including proof of financial support (bank statements, proof of income, etc., along with an affidavit if you have sponsorship).

✓ **Your new Form I-20** from Stevens Institute of Technology  
We will prepare your new I-20 once you submit the Application for a Form I-20 and all of your financial documentation, including any affidavits, if applicable. You will need to get the new I-20 before paying the SEVIS fee, if you have to pay it.

✓ **Photocopies of all previous Forms I-20** you have been issued by Stevens Institute of Technology and former schools

✓ **Photocopies of your passport and visa ID pages**

✓ **Transcripts (photocopies) from all schools you have attended,** including Stevens Institute of Technology

✓ **Copy of Original I-94 (the white card stapled in your passport) or Print-Out of Electronic I-94.** You can get the print-out of your electronic I-94 here: www.cbp.gov/i94.

✓ **$290 Fee** in the form of a check or money order. Make it payable to U.S. Citizenship and Immigration Services or USCIS.

✓ **Photocopy of your SEVIS Fee payment receipt:** If you violated your status more than five months before filing this application for reinstatement, you are required to repay it. If you are applying for reinstatement less than five months from your violation of status, you can submit a copy of your latest SEVIS fee receipt. If you cannot find your SEVIS fee receipt, you may make a duplicate copy here: https://www.fmjfee.com.

**INFORMATION ABOUT APPLICATION PROCESSING**

1. You must send your application to USCIS, certified mail, return receipt requested. We recommend using an express mail service like UPS, FedEx, or USPS Priority Mail.

2. USCIS will take two to six months to adjudicate (approve or deny) your application. Sometimes, USCIS will request additional information from you. Please contact us if you receive communication from USCIS, and please e-mail/drop off copies of all of your documents (receipt, approval notice, etc.) upon receiving them.

3. You are considered to be in lawful status in the U.S. while your application is being processed (even if the date on your Form I-94 passes) as long as you study full-time each required term (fall and spring) and do not violate any of the terms of F-1 status. **You are not permitted to do any work while your application is being processed!**

4. Contact ISSS before making any travel plans!