



International Student Center

REGAINING LEGAL F-1 STATUS

Falling Out of Status

An out-of-status student has had their immigration record - Student Exchange and Visitor Information System (SEVIS) - terminated for failure to follow the rules related to your student visa. Out-of-status students cannot stay in the U.S. until they regain legal status. A student hold has been placed on your record to prevent your ability to register/enroll for PCC classes until you resolve your legal status.

OPTION 1: Request Reinstatement Assistance

If falling out status was beyond your control and you wish to remain in the U.S. to regain your legal status, review the [Reinstatement Petition](#) and its instructions and submit it in person or via email immediately to ISC. Attach supporting documents to explain your case.

OPTION 2: Request Re-Entry Assistance

If you wish to regain legal status by traveling and then re-entering the U.S. on a new I-20, please submit a [New I-20 Request](#) to the International Student Center. Remember to attach an updated bank statement/letter and a [Sponsor Statement Form](#). An ISC advisor will review your request before approval or denial.

If Requesting Reinstatement Assistance

STEP 1: Committee Review

After submitting your **Reinstatement Petition**, a committee will review your request, along with your supporting documents and your PCC academic record. A member of the committee may reach out to you via your PCC email for additional questions. Please check your PCC email frequently. A review will be completed within five (5) business days.

OUTCOME 1: Assistance Approved

You will be notified via your PCC email. An advisor will explain to you the next steps to regain legal status, and provide you with supporting documents from PCC, to submit to USCIS to complete the petition of your case

You must follow the instructions and timelines stated by the Advisor. The decision to reinstate your F-1 student status is ultimately up to the USCIS.

OUTCOME 2: Assistance Denied

You will be notified via your PCC email. Students who have been denied Reinstatement Assistance from PCC will have to depart the United States immediately, or transfer to another school that will assist with reinstatement. There are no additional appeals after a Reinstatement Assistance is denied.



International Student Center

REQUEST FOR REINSTATEMENT ASSISTANCE INSTRUCTIONS

International students who have fallen out of status due to a violation that is beyond their control can apply for a reinstatement of their F-1 student status through the U.S. Citizenship and Immigration Services (USCIS) if PCC's International Student Center supports the reinstatement.

Reinstatement Eligibility

- Student must demonstrate that the failure to maintain status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, natural disaster, or closure of an institution
- Student does not have a record of repeated violations
- Student has not engaged in unauthorized employment
- Have been out of status **for less than five (5) months**
- Must be registered full-time (12 units) at PCC for the next regular term (Fall or Spring)
- Be able to remain in the U.S. while the application is pending with USCIS (approximately 4 to 6 months)
- Student must have received a reinstatement support from PCC's International Student Center (ISC) Committee

How to Apply:

Step 1: Book an appointment with the International Student Center (ISC) Advisor

Step 2: Apply for reinstatement support from the ISC committee by submitting the **Reinstatement Petition**

Step 3: If the petition for reinstatement support is approved by the ISC committee, you will receive reinstatement documents from ISC and follow steps 4 to 6. If your reinstatement petition is denied by the ISC committee, follow the instructions in the email. There is no additional appeal.

Step 4: Complete and submit the following documents by the deadline indicated on your email

- **Form G-1145** E-Notification of Application/Petition Acceptance (typed, not handwritten) <https://www.uscis.gov/sites/default/files/document/forms/g-1145.pdf>
- **Original, signed Form I-539/I-539A** Application to Extend/Change Nonimmigrant Status <https://www.uscis.gov/i-539>
 - Download the most recent version of the form and instructions from the USCIS link above to prevent denial. Always confirm the below information matches the instructions provided by USCIS
 - Please type the form, do not handwrite
 - Signature: Use black ink to sign name in the signature box. Ensure the signature stays within the box
 - **Form I-539A** must only be completed if student has dependent(s)



International Student Center

- Photocopy of Reinstatement I-20. This Reinstatement I-20 will be provided by the ISC Advisor
- Application Fee \$455 Payment — Covers \$370 Application Fee + \$85 Biometrics Fee*

**Total may differ if dependents are included in reinstatement. An additional \$85 per dependent is required.*

Choose **one of two** options to pay:

- **FOR U.S. CREDIT CARD PAYMENT: Form G-1450** (<https://www.uscis.gov/g-1450>)
- OR-
- **FOR CHECKS** (personal, cashier's, or money order) from a U.S. bank, made payable to **U.S. Department of Homeland Security**:
 - Do not write or sign on the back of the check
 - Check must have an imprinted name on upper left corner and imprinted address
 - In the memo section (front, bottom left corner), write date of birth (month/day/year) and I-94 number
 - If check is a cashier's check, money order, or from another account holder, be sure to also write your name (last name, first name)
- [SEVIS I-901 Fee Payment Receipt](https://fmjfee.com/). Download your receipt <https://fmjfee.com/>
 - Students who have been out of status for less than five months do NOT need to pay the fee again but must submit a photocopy of the payment receipt or request a reprint online
- Financial Documents
 - An official bank statement or letter from you or your family
 - [Sponsor Statement Form](#)
- Letter of Explanation that you used for your Reinstatement Petition with the International Student Center
- Additional supporting documents (evidence), if applicable
- Designated School Official (DSO) letter of support for reinstatement application. This is provided by the ISC Advisor
- Copies of all previously issued I-20s
 - Sign all I-20s before you make copies
- Official transcripts from all schools attended in the U.S. **DO NOT OPEN** the envelope(s)
- Copy of passport biographical page
- Copy of F-1 visa stamp, located in your passport
- Printout of most recent [electronic Form I-94](https://i94.cbp.dhs.gov/i94/#/home) <https://i94.cbp.dhs.gov/i94/#/home>
- Copy of all change of status records prior to current F-1 status, and any extension of stay notices

STEP 5: Make copies of all documents for your records

STEP 6: Mail the application packet to USCIS within a week of receiving the reinstatement I-20 from ISC

For USPS (including US Postal Service Express mail):

USCIS
P.O Box 660166
Dallas, TX 75266



International Student Center

For overnight/courier deliveries:

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

After Mailing Your Reinstatement Application to USCIS

- You will receive a receipt notice from USCIS with a case number assigned. Submit a copy of the receipt notice to ISC in person or by email to iso@pasadena.edu
- You may check the status of the application through the [USCIS website](https://egov.uscis.gov/casestatus) <https://egov.uscis.gov/casestatus>
- Continue to enroll full-time and maintain F-1 status
- Do not work on or off campus while your reinstatement application is in process
- Do not travel outside of the U.S. If you travel outside of the U.S., you will be abandoning your Reinstatement Application with USCIS
- If you receive a letter from USCIS titled "Request for Evidence (RFE)", bring or email the letter to ISC immediately and provide the requested documents listed in the RFE. Usually you are being asked to submit additional evidence and you will have only 30 days to respond to the request. If you do not respond, your application will be denied
- If the application is approved, USCIS will send you a reinstatement approval notice through form I-797. Submit a copy of the approval notice to ISC in person or by email to iso@pasadena.edu



International Student Center

REINSTATEMENT PETITION

Submit a **reinstatement petition** if your SEVIS record has been terminated for violating the conditions of your F-1 visa and the reasons leading to falling out of status were **outside of your control**. A PCC committee will review your request and if PCC supports your reinstatement, you will receive guidance and supporting documents on how to submit a final application through the U.S. government. The decision to reinstate your F-1 visa status is finally decided by the U.S. government.

FOR STUDENT TO COMPLETE	
Last Name:	First Name:
PCC ID#:	Date of Birth: (MM/DD/YYYY)
Cell Phone #:	City of Birth:
PCC Email Address:	@go.pasadena.edu

LETTER OF EXPLANATION

- Attach a letter** to this form explaining how and why you are out of status. You may be eligible for reinstatement if your violation of status resulted in circumstances **beyond your control**. If you reference an illness, injury, accident, etc., you will need to attach supporting evidence such as a formal doctor's note, a police report, etc. in order for the Committee to review your request. **The ISC cannot write or help with this letter.**

STUDENT ACKNOWLEDGEMENT

If you depart the U.S. during the reinstatement process, you will not be able re-enter the U.S. on your terminated PCC I-20. You will need a new I-20 from PCC to re-enter the U.S. and if your F-1 visa is expired, you risk being denied a visa renewal. Do you have plans to travel outside the U.S. before the next term starts?

YES NO

I have read the information on the attached pages and understand the responsibilities required for reinstatement assistance. I state that the information I am providing on this form is true. My signature below signifies my understanding of the terms and conditions of this Reinstatement Petition.

<i>Student's Signature:</i>	<i>Date (month/day/year):</i>
-----------------------------	-------------------------------

For office use only:					
Initials: _____	Date: _____	Units: _____	Request Log: _____	SARS: _____	Email student: _____