

## Reinstatement Checklist

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To request Reinstatement, follow the steps below.

**STEP 1** To request Reinstatement, complete the following forms and documents and make an appointment to meet with an ISC advisor in the International Student Center.

1. [New I-20 Form Request](#)
2. A letter of explanation addressed to USCIS including the following:
  - a. Specifics of the violation (why you are out of status).
  - b. Explanation of the circumstances beyond your control. Proof of said circumstance.
  - c. Statement that you are currently pursuing or will pursue a full course of study. You **MUST** register and complete 12 units in the following required term.
  - d. Request that USCIS reinstate you to F-1 status.
3. A proof of financial support such as an original bank statement (issued within the last 3 months)
4. [Sponsor Affidavit Form](#)
5. New Educational Plan (from an Academic Counselor)

During your appointment, the ISC advisor will review your application materials to ensure they are completed correctly. If everything is in order and the ISC advisor determines that you meet all eligibility requirements for reinstatement, an ISC advisor will issue an updated I-20 and a verification letter for your Reinstatement application.

**STEP 2** Pick up the new I-20 for Reinstatement and verification letter at ISC as soon as you receive a notification email from ISC. Processing time of your Reinstatement Request at ISC is 10 business days.

**STEP 3** Assemble the Reinstatement application materials.

1. A check or money order for \$370 payable to "U.S. Department of Homeland Security".
2. Original [Form I-539](#).
3. Copy of I-20 Reinstatement request (page 1 and 3)
4. Verification letter from an ISC advisor.
5. Your letter of explanation.
6. Photocopies of all previous I-20s (page 1 and 3 of I-20s issued before June 2015 and page 1 and 2 of I-20s issued after June 2015) you have ever had (including I-20s from other schools). You must sign every single I-20 before making a copy.
7. Original bank statement.
8. Official transcripts from all U.S. institutions you have attended. DO NOT open envelope. You may order PCC official transcripts online through your LancerPoint account. If you attended a language school in the U.S., you will need to request a Letter of Attendance.
9. Photocopy of passport picture page.
10. Photocopy of F-1 visa or I-797 Approval Notice for F-1 if you changed status in the U.S.
11. Print-out of the most recent I-94 Admission Record at [www.cbp.gov/i94](http://www.cbp.gov/i94) OR a photocopy of paper I-94 (front and back).
12. Evidence of first entry into the U.S. (copy of entry stamp in your passport).
13. Form G-1145: download at [www.uscis.gov/g-1145](http://www.uscis.gov/g-1145).

Staple the materials together in the above order. Paperclip Form G-1145 on top of the stapled application materials. **Be sure to make a photocopy of your application materials for your records before mailing.**

**STEP 4** Mail your Reinstatement application to the USCIS Dallas Lockbox. You must mail your Reinstatement application to USCIS within 5 months after your SEVIS record was terminated. **Be sure to make a photocopy of your application materials for your records before mailing.**

*For USPS Certified Mail:*  
USCIS Dallas Lockbox  
P.O. Box 660166  
Dallas, TX 75266

*For USPS Express Mail and overnight/courier deliveries:*  
USCIS  
Attn: I-539  
2501 S. State Highway 121 Business  
Suite 400  
Lewisville, TX 75067

**STEP 5** Once you receive your I-797 Receipt Notice from USCIS, please submit a copy to ISC. If your Reinstatement application is approved by USCIS, **you must submit a copy of I-797 Approval Notice to ISC.**

### **While you are waiting for your application result**

- Processing time at USCIS may range from 4-5 months. You will receive I-797 Receipt Notice via mail in about a month after you submit your application to USCIS. You can check your application status online at [uscis.gov](https://uscis.gov) and go to “Check your Case Status”.
- If you receive a letter from USCIS titled Request for Evidence (RFE), please bring the letter to ISC immediately. *You will only have 30 days to respond, if you do not respond, your application will be automatically denied.*
- If you leave the U.S. while your reinstatement request is processing, your application will be abandoned and you will not be able to reenter the U.S. If you decide to leave the U.S., please discuss your situation with an ISC advisor.
- USCIS will mail any notifications and documents to the address you provided on the I-539.