



Reinstatement to Active F-1 Status by Application to USCIS - Checklist -

1. ___ Signed **Reinstatement Commitment Letter**
2. ___ Completed form **G-1145**
3. ___ Completed original **Form I-539** for primary applicant
___ **For dependents (F-2)** Completed **Form I-539A (if any)**. Parents may sign for children under age 14.
4. ___ **Personal Statement** (must be signed and dated; add additional supporting documents, if any)
5. ___ **Financial documents** (if in foreign currency, calculate the value in U.S. Dollars and include printout of the source for the currency conversion exchange rate. <http://www.xe.com/currencyconverter/>)
6. ___ **Official Transcripts** from all U.S. colleges/universities attended since securing F-1 status.
(HCC transcript should show current HCC enrollment)
7. ___ **Copy of I-94** (both sides of the card or print out your I-94 at <https://i94.cbp.dhs.gov/i94/#/home>)*
8. ___ **Copy of Passport** photo page including expiration date (at least 6 months in the future)*+
9. ___ **Copy of most recent F-1 Visa** (or Change of status approval Form I-797)*
10. ___ **Copies of all previous SEVIS Form I-20s** (and F-2 dependent I-20s, if any) *
11. ___ **\$75 Application fee** receipt (or money order or personal check)
12. ___ **\$50 Orientation fee** receipt (or money order or personal check)
13. ___ **\$455** Money order or personal check payable to **U.S. Department of Homeland Security** with *"I-539 application and biometric fee"* noted in the memo line. *\$370 + \$85 (biometric fee) = \$ 455
___ **For dependents (F-2):** \$85 Money order or personal check payable to **U.S. Department of Homeland Security** with *"biometric fee for (co-applicant name)"* noted in the memo line for each co-applicant (if any)

Bring all documents to the Reinstatement Workshop for review. Items 1 - 12 will be collected at the workshop. Item 13 (I-539 filing fee) will be reviewed and returned to you for mailing with the reinstatement packet. Your DSO will contact you when the reinstatement I-20 is ready and will provide instructions for mailing.

*Provide document for each F-2 dependent/co-applicant

+Provide a receipt from the Embassy/Consulate that you have requested an extension (renewal), in case your passport has expired

++All supporting documents should be in English or translated in English. If you submit documentation that include foreign currency, calculate the value in U.S. Dollars and include evidence of the source for the currency conversion exchange rate. <http://www.xe.com/currencyconverter/>

Personal Statement/Letter Guidance

Your letter should start with "Dear USCIS Officer" and should clearly explain why you fell out of status.

- when you found out about your terminated status
- when you contacted your DSO and requested reinstatement
- how your violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship,
- that you have not been in violation of your status for more than five months unless substantial reason can be provided for the delay
- that you are currently pursuing or intend to pursue a full course of study at Houston Community College
- that you are not engaged in unlawful employment
- specifically request that USCIS reinstate your F-1 student status.

Use most recent forms

Make sure to use the latest version of **Form I-539** and **Form I-539A** directly from <https://www.uscis.gov/i-539>

Instructions for Form I-539 – for primary applicant

Instructions for Form I-539A – for co-applicants (F-2 dependents)

Co-applicant/dependents are **your spouse and your unmarried children under 21 years of age holding F-2 visa**. You must complete Form I-539A for each person that you want to include on your application. If you need additional space, you may print additional copies of the Form I-539A to complete for additional co-applicants.

Signature.

Each application must be properly signed and filed. Additionally, each Form I-539A must include the signature of the individual applicant. For all signatures on this application, **USCIS will not accept a stamped or typewritten name in place of a signature**. Parents may sign for F-2 children under age 14.