



Reinstatement to Active F-1 Status by Application to USCIS - Mailing List -

1. **\$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)**
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** (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. **Copy of Reinstatement SEVIS Form-20** (signed by your DSO and you)
11. **Copies of all previous SEVIS Form I-20s** (and F-2 dependent I-20s, if any) *
12. **DSO letter** (provided by your Designated School Official)

Keep copies of all submitted documents for your own records. Mail your application with all of the above supporting documents to USCIS by priority or certified mail with a tracking number receipt.

If you use U.S. Postal Service (USPS) - Priority flat rate envelope with tracking #	If you use Courier service (FedEx or UPS)
USCIS	USCIS
PO Box 660166	Attn: I-539
Dallas, TX 75266	2501 S. State Hwy. 121, Business Suite 400
	Lewisville, TX 75067

In about 2-3 weeks, you should receive a **Notice of Action (I-797)** from USCIS acknowledging that your application has been received. **Email a copy of this document to your DSO.** The **Notice of Action** will include a case number which you can use to check the status of your case online here: <https://egov.uscis.gov/cris/jsps/index.jsp>. **You must continuously monitor the progress of the I-539 application.**

You must keep your mailing address current and maintain full-time studies until a decision is issued by USCIS. When you receive **any notifications from USCIS** regarding your I-539 application, you must immediately notify your DSO.

Every applicant and co-applicant will receive a biometric services appointment notice, regardless of age, containing their individual receipt number. The biometric services appointments will be scheduled at the Application Support Center (ASC) closest to the primary applicant's address.

*Provide document for each 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 children under age 14.