**Reinstatement Application Guidelines for F1 Students**

1. Meet with an advisor in the International Programs office to review your status and to make sure you are eligible for reinstatement. If so, you will need to implement the following steps.
2. Fill out **Form I-539 Application to Extend/Change Nonimmigrant Status** (available at [www.uscis.gov](http://www.uscis.gov)). This may be done online or printed out and filled in manually. Also, please be sure to take the following additional steps:
   * Write “REINSTATEMENT” at the top of the form.
   * Part 2, Item 1: Write “Reinstatement to F1 status”
3. Write a formal **letter** to the USCIS explaining the circumstances that led to your visa being terminated.
4. Obtain **new financial documents** to support continuation of your program. Proof of finances should total enough for at least one year of continued study at SOU.
5. Include a **check** payable to the US Department of Homeland Security. Check their website for the most current fee. (This is your I-539 filing fee.)
6. Detach your original **Form I-94 card** from your passport.
7. **Collect all of the above documents and make a copy of each document for your records**.
8. Meet with the International Student Advisor to review your application. If you are eligible for reinstatement and your continuation is supported by your academic advisor, the International Student Advisor will print a new I-20 for you. Please be advised that this may take 2-3 days.
9. Mail all original documents to the following address:

**USCIS California Service Center**

**PO Box 10539**

**Laguna Niguel, CA 92607-1053**