GENERAL INFORMATION
Students who fail to maintain their legal student status in the United States and wish to correct their status can seek reinstatement of their F-1 student status. Students may fall out of legal status for many different reasons including but not limited to failure to enroll, failure to maintain academic progress, unauthorized part time enrollment, etc. The SEVIS record of a student who has fallen out of legal status must be “terminated” for the appropriate reason. A student who is “out of status” is not eligible for any benefits of the F-1 status. IESC assists F1 students with the process of reinstating their legal immigration status. Reinstatement applications must be submitted to USCIS within five months of termination.

ELEGIBILITY REQUIREMENTS
To be eligible for a reinstatement of your F1 status, students should be enrolled in the current semester at CSUN and/or be eligible to enroll in the following semester. IESC will issue you a new Form I-20 for the reinstatement of your F1 status.

PROCEDURE
A Reinstatement can be obtained through one of the following procedures:

- **OPTION A- Reinstatement by Travel and Re-entry to the U.S.**
  This option requires the student to travel outside the U.S. and re-enter with a new, Initial Attendance I-20. Once the student re-enters the U.S., his/her F1 clock will start all over again. Any time accrued as an F1 student under the previous SEVIS record will be lost, and student will not be eligible for F1 benefits until s/he has met the eligibility requirements for that benefit. The Initial Attendance I-20 will be issued for the next semester at CSUN. Student cannot re-enter the U.S. until 30 days prior to the start date printed on the I-20. Please arrange travel plans accordingly.

- **F1 Visa/ Renewal**
  Students must have a valid F1 visa for their re-enter to the U.S. Student must contact the U.S. Embassy in his/her home country to inquire about the validity of his/her F1 visa, even if the current visa has a future expiration date. Information on F1 visa applications and U.S. embassies is available at www.travel.state.gov. Please verify F1 visa application requirements, processing times and other information specific to your individual case with the U.S. Embassy in your home country.

- **SEVIS I-901 Fee**
  Please verify whether you need to pay the SEVIS I-901 fee when applying for your F1 visa renewal. Information on the SEVIS I-901 fee is available at www.fmjfee.com/i901fee. If required to pay the fee, remember to print 2 copies of the payment receipt: one for your records, and one for the visa interview.

- **Required Documents for Initial I-20 Issuance**
  Please submit the following documents to an FSA for I-20 issuance:
  - Copy of Affidavit of Financial Support available online at http://www.csun.edu/sites/default/files/affidavit.pdf
  - Copy of Bank Statement verifying the funds from the Affidavit of Financial Support (for continuing students)
  - Student letter of explanation. Please state clearly and concisely, the circumstances that caused you to fall "out of status." Please type your letter and include your full name, CSUN ID number, the date, and your signature.

  Please allow 3 weeks to review your documents and issue the Initial Attendance I-20.

- **Required Reporting to IESC**
  As a returning student with an initial I-20, you are required to report to the IESC office upon your arrival in the U.S. You may complete this reporting requirement by submitting complete, clear, and legible copies of the following document by email to your international student advisor at IESC:
  - Passport
  - F-1 visa
  - I-94 Form
  - U.S. address

  This report must be completed within 10 days from your entry to the U.S. Failure to report will close your SEVIS immigration record and you will lose your F-1 status.
OPTION B - Reinstatement Application by Mail

Students may choose to remain in the U.S. and apply for a reinstatement of their F1 status. Upon verification of eligibility to continue in their academic program at CSUN, IESC will issue a Reinstatement I-20, which means that you are attempting to correct the same SEVIS record. All reinstatement applications are subject to approval by USCIS. The California Service Center may take 2-4 months to adjudicate your application. It is important that you submit your application in a timely manner, especially if you are applying for the reinstatement in your final semester and intend to apply for post completion Optional Practical Training (OPT). Student is expected to remain in the U.S. until the decision of the reinstatement application has been made. Student is also expected to otherwise maintain his/her F1 status (i.e. register in full-time units) while the reinstatement application is pending.

All correspondence is done via mail. There is no interview process for this procedure. Please ensure that complete, accurate information is submitted for review.

Required Documents for issuance of Reinstatement I-20

STEP 1 Documents
Please bring the following documents to your mandatory meeting with a FSA.

☐ Copy of admission letter to CSUN (for new students)
☐ Copy of completed form I-539. Please download the application form from www.uscis.gov.
☐ Copy of Affidavit of Financial Support available online at http://www.csun.edu/sites/default/files/affidavit.pdf
☐ Copy of Bank Statement verifying the funds from the Affidavit of Financial Support
☐ Student letter of explanation. Please state clearly and concisely, the circumstances that caused you to fall “out of status.” Please type your letter and include your full name, CSUN ID number, the date, and your signature.

Please allow 3 weeks for an FSA to review and process the request.

STEP 2 Documents
Please bring the following documents to IESC for review by a FSA prior to mailing to the appropriate USCIS Lockbox Facility. Your FSA will give you a letter of explanation for the Reinstatement application, put your application packet together, and give you mailing instructions.

☐ Official transcripts from all U.S. schools attended. Please keep these records in the original, sealed envelope.
☐ Copies of pages 1 & 3 of I-20s from all U.S. schools attended (highly recommended)
☐ Copy of valid Passport
☐ Copy of F1 Visa
☐ Copy of I-94
☐ Original completed I-539 Form
☐ I-539 Application Fee: Check or Money Order for $370
  o Payable to the “Department of Homeland Security”
  o Write your SEVIS ID# and “for Reinstatement” in memo section of the check.
☐ Letter of support from previous school (if you fell out of status at another school)
PLEASE NOTE:

- Student is not eligible for F1 benefits until his/her status has been corrected.
- Consulting with an immigration attorney of your choice is highly recommended.
- IESC does not require ANY fees for the services it provides to international students. No fees, under any circumstances, shall be submitted to IESC. If a student is submitting an application to the United States Citizenship and Immigration Services (USCIS), a check payable to "Department of Homeland Security" will accompany the student's application. Advisors’ responsibilities are limited to reviewing the check for accuracy and returning to the student who will mail the application directly to USCIS.

IESC/FSA CONTACT INFORMATION

Please contact IESC at (818) 677-3053 or email a Foreign Student Advisor (FSA) for questions and/or clarifications.

<table>
<thead>
<tr>
<th>College</th>
<th>FSA</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering &amp; Computer Science</td>
<td>Brenda Acosta</td>
<td><a href="mailto:brenda.acosta@csun.edu">brenda.acosta@csun.edu</a></td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>Cynthia Alvarez</td>
<td><a href="mailto:cynthia.alvarez@csun.edu">cynthia.alvarez@csun.edu</a></td>
</tr>
<tr>
<td>Social &amp; Behavioral Sciences, Humanities, Education</td>
<td>'Vacant'</td>
<td>(Casey Penn, <a href="mailto:casey.penn@csun.edu">casey.penn@csun.edu</a>)</td>
</tr>
<tr>
<td>Arts, Media, &amp; Communication, Science &amp; Mathematics, Health &amp; Human Development</td>
<td>Rebecca Spector</td>
<td><a href="mailto:rebecca.spector@csun.edu">rebecca.spector@csun.edu</a></td>
</tr>
</tbody>
</table>

For processing times please visit: [http://www.csun.edu/international/current-students-forms](http://www.csun.edu/international/current-students-forms). Processing times may vary during peak times. For additional information, please contact us at (818) 677-3053.
I understand that I have violated my F1 status and that I have the opportunity to correct my immigration status. I have read and understood the above information and guidelines of the Reinstatement of my F1 status provided by the International and Exchange Student Center (IESC) at California State University, Northridge.

I choose to apply for my Change of Status to F1 by (check one):

☐ OPTION A - Travelling and re-entering the U.S. with an "Initial" I-20.
☐ OPTION B - Mailing my I-539 application to USCIS.
☐ I have not made my decision today. I will inform my FSA as soon as possible.

Last Name: __________________________  First Name: __________________________

CSUN ID: __________________________

U.S. Address: ____________________________________________________________

(Street) (Apt#) (City) (State) (Zip)

Phone: (______) ______________________  Primary Email: __________________________

Signature: __________________________  Date: __________________________

FOR IESC USE ONLY

☐ Verified current U.S. Address
  _____ needs to update address
☐ Same major / ☐ changed major to: __________________________
☐ Verified major in PS / SEVIS / Master Roster match
☐ Verified unofficial transcript in PS
☐ Verified grad check filed (if applicable)
☐ Eligible to enroll in classes for the following semester
☐ No other negative service indicators in PS
☐ Passport valid 6 months into future (expires __________)
  _____ needs passport renewal
  _____ passport renewal copy received ___________
☐ I-20 valid (expires __________)
☐ Updated financials in RTI
☐ Adjusted program end date in RTI (if necessary)
☐ Print I-20 and SEVIS BIO
☐ Print SEVIS BIO
☐ Update Master SPRDSHT
☐ Update Student Summary Sheet
☐ ROS filed within 5 months of termination

Reason for ROS: __________________________

(Reviewed by): __________________________  Today’s Date: __________________________