

F-1

Tompkins Cortland Community College Office of Global Initiatives, Room 230

HOW TO APPLY FOR REINSTATEMENT TO F-1 STUDENT STATUS

1) COMPLETE THE FOLLOWING REINSTATEMENT FORMS:

- Application to Extend/Change Nonimmigrant Status (Form I-539). Complete this form electronically at the USCIS website (www.uscis.gov). You can either submit it electronically through USCIS ELIS or print it out and send it in.
- If you want to use SCIS ELIS, we recommend that you save and print out a draft of the form and bring it to us to review before submitting it.
- If you want to submit the paper form, you will need to print out the Form I-539 and complete it in blue ink.
- Part 1:
 - Address: If you want our office to help track the adjudication of your application, enter our office address as the “in the care of” address instead of your own. Please note that we are simply helping you with your application and are not responsible for it.
 - “Expires on”: Leave blank.
- Part 3:
 - Item 1: Leave Blank
- Remember to sign it in blue ink in Part 5
- ✓ **Attachment to Form I-539 - REQUEST FOR REINSTATEMENT TO F-1 STUDENTS STATUS (Included in this packet.)**
 - **REMEMBER: You are appealing to Immigration to permit you to continue your studies at Tompkins Cortland Community College (hereinafter TC3)! You must write your request with that in mind. *It is up to you to convince the Immigration Officer* who will review your application that you deserve to have your F-1 status returned to you so you may continue your U.S. studies.**
- ✓ **Form G-1145 - E-NOTIFICATION OF APPLICATION/PETITION ACCEPTANCE.** This form is only if you
 - are going to submit your application in paper form. Go to uscis.gov, complete, print out and sign in blue ink.

- ✓ **Student’s Acknowledgement of Understanding.** Complete this form if you want our office to help you with your application.

2) ATTACH THE FOLLOWING DOCUMENTS TO YOUR APPLICATION:

- **Evidence.** Attach documents that prove your case.
- **Your new I-20 Form** – original copy --from TC3 (unless we are in the process of making it for you).
- **Photocopies of all previous Forms I-20 you have been issued** by TC3 and former schools.
- **Transcripts (photocopied) from all schools you have attended**, including TC3.
- **Form I-94.** If you were not issued the paper I-94 upon arrival in the U.S., you need to print out a paper version of the F-1 admission stamp in your passport from www.cbp.gov/I94.
- **\$290 Fee** in the form of a money order. Make it payable to U.S. Department of Homeland Security.
- **Photocopy of your SEVIS Fee payment receipt** if you are required to repay it because you violated your status more than five months ago.

INFORMATION ABOUT APPLICATION PROCESSING

- If you are not submitting your application electronically through USCIS ELIS, make photocopies of your application and send it to USCIS at the Dallas Lock Box Facility at the address indicated on the I-539 instructions at www.uscis.gov. It must be sent through U.S. Certified mail or other courier service. If you have requested that our office help with your application. We recommend that you use our office address on your delivery receipt so we can help you with tracking its adjudication.
- USCIS may take two to five months to process your application. If you requested that our office help you with your application, the response will be sent to us and we will contact you immediately. **YOU SHOULD CONTINUE YOUR FULL TIME STUDIES AS USUAL. IF YOU ALREADY HAVE AN ON-CAMPUS JOB, YOU MAY CONTINUE TO WORK WHILE YOUR APPLICATION IS BEING PROCESSED.**
- If you decide to travel abroad before you receive an answer to your application, consult with your International Student Advisor first!

PLEASE CONTACT US IF THERE IS ANYTHING YOU DON'T UNDERSTAND, SO THAT WE CAN HELP YOU!