

# PALM BEACH STATE COLLEGE

## OFFICE OF INTERNATIONAL ADMISSIONS

### A GUIDE TO YOUR REINSTATEMENT INTO F-1 STATUS

A student will need to apply for reinstatement to F-1 status if he/she is “**out-of-status**” and intends to resume full-time studies (12 semester hours). A student may be out-of-status, for example, if:

1. He/she was enrolled less than full-time and did not have a waiver from the International Admissions Office.
2. He/she entered the U.S. on another school's I-20 but did not attend that school.
3. He/she was issued an I-515 upon entry but did not send the required documents to U.S Citizenship and Immigration Services (USCIS).
4. He/she did not apply for an extension of the program end date before the expiration of his/her I-20.

### PROCEDURE

“Out-of-status” international (F-1) students will need to submit the following documents to the Office of International Admissions and Recruitment:

- Completed I-20 Request Form
- Completed immigration Form I-539 (If you are not leaving the country to re-enter on your new I-20)
- \$300.00 Filing Fee (Money Order or Cashier's Check, payable to: BCIS)
- Proof of your ability to pay for your educational and living expenses while attending Palm Beach State College. You will need to submit a letter from your financial institution showing a minimum balance of **\$23,000.00** or a notarized Affidavit of Financial Support Form signed by your sponsor along with a letter from your sponsor’s financial institution.
- Copy of your Form I-20 stamped by BCIS or a Form I-20 approved for change of status by a USCIS Service Center.
- Your original Form I-94 (arrival/departure) document. This card will be endorsed by USCIS and returned if the reinstatement is approved. If you have lost, mutilated or destroyed the original I-94, you must file Form I-102 with fee to the Texas Service Center prior to the filing of your reinstatement.
- Your I-94 card and a copy of your passport visa and bio pages
- Copy of your Social Security card

- Official school transcripts, with school seal, from all studies undertaken at any schools in the United States since your last entry into the United States as an F-1 student.
- A letter from your academic advisor or the chair of your academic department to verify the estimated date of graduation from Palm Beach State College.
- A detailed statement from yourself that includes the following information:**
  - (a) A specific and detailed explanation as to the reason why you failed to maintain your status. You should also include the way in which you violated your previous F-1 status, and when exactly you violated F-1 status.
  - (b) **Indication that you have not engaged in unauthorized employment since your last entry into the United States.** This includes on-campus employment during periods when you are not in-status, any employment off-campus not specifically authorized for the specific period.
  - (c) Establish that the violation of status was solely due to circumstances beyond your control and that failure to reinstate you would result in extreme hardship.
  - (d) Indication that you are pursuing a full course of study (12 semester hours).

For more information regarding about the reinstatement process, please contact us.

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OFFICE OF INTERNATIONAL ADMISSIONS  
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