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.

“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.