

Submitting your I-539 online for Reinstatement

The guidance below is meant to avoid common errors and clarify frequent questions students have when filing for the I-539 online. *Please read the following carefully.* It is the student's responsibility to ensure they are submitting the required documents correctly. For further questions, please email international@utah.edu.

Reminders

- **DO** make sure you've received your Reinstatement I-20 from ISSS, you've printed it out, and hand signed it under *Student Attestation*. Then, scan and upload your signed Reinstatement I-20. If you submit your application **before** your Reinstatement I-20 is issued, your application will be denied.
- **DO** remember to include your Reinstatement I-20 with your I-539. Submitting your Reinstatement application *without* the Reinstatement I-20 from ISSS it will result in denial from USCIS.
- **DO** verify that your Reinstatement I-20 is valid. Reinstatement I-20 is valid for **30 days** from the date of issue. The date of issue is listed next to the advisor's signature on page 1. If your reinstatement I-20 has expired, please contact ISSS.

FAQ

1. Do I have to apply online?

No, you do not have to file online. Students have the option of filing online or mailing their application to USCIS. Both options are available and accepted. If you file online, you do not need to mail in your application and vice versa; only one submission is needed.

2. If I file the I-539 online, do I have submit any documents to USCIS by mail as well?

No. If you choose to file online, you will be asked to upload your supporting documents online as well (e.g. passport, I-20, etc.).

3. Will my application be processed faster if I file online?

No, processing time is about the same for both online and paper applications. The benefits of filing online include getting a faster receipt number and not needing to mail your documents. You will be able to track your application online. If filing online, you also have the option of using a U.S. debit/credit card or bank transfer for payment. If filing by mail, you are encouraged to pay with a money order or a personal check.

4. Will I get a receipt number (case number) right away?

Yes, you will receive your receipt number shortly after clicking “Submit.”

5. How can I pay the filing fee online?

At the end of the online application, you will be have the option of paying the fee using a U.S. credit card, debit card, or bank withdrawal.

6. If I file online, will all follow up documents (e.g. RFE, decisions) be sent electronically?

You will be notified through the online USCIS application system. You will also be mailed a copy of the document. Please check your email and mail every day.

7. If I file by paper, can I still access the online USCIS account?

Yes, you will need to create an account on my.uscis.gov and click “Add a paper-filed case”.

8. What type of passport photo can I upload?

You can upload a scanned photo that meets the [U.S. Dept of State Photo Requirements](#). It must be a JPG, JPEG or PNG file. The photo should be a recent photo that you have not previously used for a passport or other immigration documents. You can see [sample photos here](#).

9. I have questions about the Reinstatement timeline and my application window.

Please visit the [Reinstatement guide](#) for more detailed information. You can also contact ISSS.

10. What kind of questions will be asked on the online I-539?

The questions asked on the online version of the I-539 are similar to the ones asked on the I-539 PDF form.

11. Can I start my online application while I wait for my Reinstatement I-20 to be processed in UAtlas?

Yes, you can start looking at and completing questions on the online I-539 form. However, do **NOT** submit your application until you have uploaded your signed Reinstatement I-20 from ISSS. If you have questions about the online I-539, you can also schedule an appointment with an ISSS advisor to clarify those questions.

12. Did a preparer or interpreter help you complete your form?

A preparer is frequently an attorney, immigration consultant, or accredited representative who is often paid to complete and/or sign documents on behalf of the applicant. An interpreter is someone who translates the questions from one language to another. If you used a preparer or an interpreter, please answer “yes” to that question.

13. Will USCIS approve my reinstatement request?

Please note that USCIS has the right to deny any reinstatement application at their discretion. It is your responsibility to ensure you are paying the correct fee and submitting the correct application.

**** Please DO NOT submit your Reinstatement application without the Reinstatement I-20 from ISSS as it will result in denial from USCIS.****

***Disclaimer:** International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).*

***Reinstatement:** The decision to approve or deny your request for reinstatement is determined by USCIS. While it is our experience that most students who’ve committed minor status violations are reinstated, ISSS is not able to guarantee reinstatement approval for any student. Students should seek advising from ISSS as soon as they are aware of a status violation as delays could impact the USCIS decision.*