

## F-1 Student Reinstatement Application Instructions

Students who have violated the terms or conditions of the F-1 student immigration status can submit an I-539 application to the USCIS in order to request the reinstatement of their lawful F-1 immigration status as long as they have not been employed without authorization and they have not been out of lawful immigration status for more than 5 months (See “NOTES” below). Those wishing to file an I-539 reinstatement application with the USCIS should submit these items to the Office of International Student Services (OISS) in order to have a special “Reinstatement Requested” I-20 issued for the I-539 application:

1. **Request for a New I-20, which can be found here:**  
<http://www.regent.edu/admin/stusrv/iss/onlineform.cfm>
  2. **New Financial Certification Form & Supporting Documents** showing adequate funding for the remainder of your studies including all living costs for you and any dependents. The Form can be found here:  
<http://www.regent.edu/admissions/international/cost.cfm>  
(Please consult with the OISS for the amount of funding you will need to show for your new I-20.)
  3. **A Certificate of Enrollment.** (Can be requested and obtained from the Registrar’s Office, SC235. Takes 3-5 days to process.)
  4. **A Written Statement from the F-1 student** requesting a reinstatement be granted, AND establishing that:
    - The violation of status was due to circumstances beyond your control (according to F-1 regulations such circumstances might include “serious injury or illness, closure of the institution, a natural disaster, or inadvertence, oversight, or neglect on the part of the DSO...”); OR, that the violation relates to a reduction in your course load that would have been within the DSO’s power to authorize, AND that failure to receive reinstatement would result in extreme hardship to you (the student);
    - You do not have a record of repeated or willful violations;
    - You are pursuing or will pursue a full course of study in the next available term at the school that issued the Reinstatement Requested I-20;
    - You have not been employed without authorization; and
    - You are not in removal proceedings (where you have been ordered to depart the U.S.).
- NOTES:**
- The statement should include the date, your printed name, and your signature.
  - **Students who have been out of status for more than 5 months** must also be able to demonstrate why the failure to file a reinstatement application within the 5 month limit was the result of extraordinary circumstances and that the application was filed as promptly as possible under the exceptional circumstances.

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(LJ, 10/2011)

Once the “Reinstatement Requested” I-20 has been issued, the following items should be compiled **in the order listed below** and mailed to the address provided at the bottom of this page **after** you have made arrangements for the OISS to review the entire application for you, and **after** you have made copies of the entire application for your own records:

1. **Bank check or money order for \$290 made payable to “U.S. Department of Homeland Security”;**
2. **ORIGINAL I-94 Arrival-Departure Record** (small white card usually stapled to your passport);
3. **F-1 Student’s Written Statement** as described on the previous page;
4. **Completed I-539 application in black ink with “REINSTATEMENT” written in BOLD faced letters at the top of the form.** Select “Reinstatement to student status” in Part 2, Item 1 (c), and list the expiration date from your Reinstatement Requested I-20 for Part 3, Item 1. You MUST answer all questions fully and accurately. State that an item is not applicable with “N/A”. If the answer is none, write “None”. The I-539 instructions can be obtained on the USCIS web site and all applicants are advised to read them carefully: [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis). Click on the “Forms” tab;
5. **ORIGINAL I-20 issued by Regent for “Reinstatement Requested” purposes and signed by the student and the University DSO on page 1;**
6. **Copy of your Passport with your name, date of birth, and expiration date (must be valid at least 6 months into the future); and**
7. **Copy of your most recent F-1 Visa, OR a copy of your I-797 Change of Status Approval Notice AND the Visa you used to enter the United States.**
8. **Copies of all I-20s that were ever issued to you.**

**OTHER:**

9. **If you wish to receive an email and/or a text message to notify you that your application has been accepted,** you can also complete the G-1145 and attach it to the first page of your reinstatement application (<http://www.uscis.gov/files/form/g-1145.pdf>).
10. **Applicants who are including F-2 dependents on the application must include:** Evidence of the F-2 applicant’s relationship to the F-1 principal (such as copies of marriage or birth certificate, or a visa showing dependent classification), an ORIGINAL I-20 issued to each dependent for “Reinstatement Requested” purposes, copies of the Passport, Visa, the ORIGINAL I-94 Arrival-Departure Record for each dependent, and any applicable I-797 Change of Status Approval Notices.
11. **Applicants who have been out of status for 5 months or more must also pay the I-901 SEVIS Fee and must include a copy of that receipt.** (See the SEVIS Fee Handout for details.)

**Important Notes:** Once you receive an I-797 Receipt Notice for your reinstatement application, you can check the status of your application online at: [www.uscis.gov](http://www.uscis.gov) by going to the “Case Status” section and entering your receipt number. If the reinstatement application is denied, the decision cannot be appealed and the applicant (and any dependents) must depart the United States immediately. A reinstatement application denial will result in the automatic cancellation of the visa used to enter the U.S. In addition, you (the applicant) will be permanently limited to applying for a U.S. Visa only in your country of citizenship/permanent residence. Students should consult with the University DSO about alternative options for trying to regain lawful immigration status, such as departure and reentry with an “Initial Attendance” I-20. All pros and cons and possible consequences should be considered very carefully before making the personal decision of whether or not to file a reinstatement application with the USCIS. It may take the USCIS several months to process the reinstatement application, and you must submit your ORIGINAL I-94 card as a part of the application. If you enroll for the next available term, and your application for reinstatement is denied, you will not be able to continue enrollment. In addition, if the application is denied after the 100% or 50% tuition refund deadlines, you will also forfeit all or part of the tuition funds you paid to the University.

► **Mailing Address for the I-539 Reinstatement Application:**

USCIS  
P.O. Box 660166  
Dallas, TX 75266