



Request for Reinstatement

International Student and Scholar Services

300 College Park, Rike Center #204
 Dayton, OH 45469-1701
 Ph: (937) 229-2748 • Fax: (937) 229-2766

A student who has failed to maintain F-1 status may apply to USCIS to be reinstated to lawful status. Reinstatement is granted under limited conditions and by the discretion of USCIS. Regaining lawful status can be requested either through an application to USCIS or by travel. Which is most appropriate depends on your situation and priorities. This form will help ISSS determine which option is best for you.

TO BE COMPLETED BY STUDENT

Family Name _____	First Name _____
Student ID _____	SEVIS ID: N00 _____
U.S. Address _____	
<i>Street name and number</i>	<i>City State Zip Code</i>
	<i>Phone</i>

ELIGIBILITY/RISK ASSESSMENT

- USCIS may consider reinstating a student to F-1 status if the student can prove the following:
- The student has not been out of status for more than 5 months prior to filing for reinstatement.
 - The student does not have a record of repeated or willful violations.
 - The need for reinstatement did not result from a willful failure on the part of the student.
 - The student is pursuing, or will in the next available term be pursuing, a full course of study.
 - The student has not engaged in unauthorized employment.
 - The student is not deportable on any grounds other than the status violation for which reinstatement is being requested.

AND the status violation resulted from either:

- Circumstances beyond the student's control. Examples of which are serious injury or illness, closure of the institution, a natural disaster, or oversight on the part of the DSO; **OR**
- The violation relates to a reduction in the student's course load that would have been within a DSO's power to authorize and that failure to approve reinstatement would result in extreme hardship to the student.

Based on the information you've provided to us, ISSS recommends the following course of action:

- Applying for reinstatement.** By signing below, you acknowledge the following:
 1. There is no guarantee that your application will be accepted. If it is not, you may need to travel to regain status in which case a new I-20 and visa are necessary.
 2. The average processing time for a change of status is 3-5 months. During this time, you must maintain status.
 3. Your application will cancel and there will be no refund if you leave the US while processing. While there is no negative impact on your immigration record, you will need a new I-20 and visa to return.
 4. If denied, you may be subject to deportation and/or inadmissibility.

- Regaining status by travel.** By signing below, you acknowledge the following:
 1. You will need a new I-20 and visa to return.
 2. There is no guarantee that you will be issued a new visa/permitted entry.
 3. If denied, there is possibility of deportation or inadmissibility if USCIS determines that there has been a status violation

Rationale: _____

By signing below, you affirm that you understand the risks.

Signature _____ **Date** _____



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REQUIRED DOCUMENTATION IF APPLYING FOR REINSTATEMENT

Prepare the following documents if you plan to apply for reinstatement (not travel):

- Completed *I-539: Application to Extend/Change Non-Immigrant Status* (download at www.uscis.gov/i-539). Refer to 'Completing the I-539' section below for help.
- Letter from student explaining the situation and requesting a reinstatement. Refer to 'Template for Student Letter' section below for help.
- Check to pay I-539 fee. See 'How to Write a Check' section for help.
- Copy of I-20 issued for reinstatement. ISSS will issue this after receiving a soft copy of the I-539.
- Copy of all previously issued I-20s
- Copy of financial documentation. Documentation less than 6 months old demonstrating your ability to pay for one year's academic and living expenses.
- Copy of I-94. Download at www.cbp.gov/i94
- Copy of your current class schedule
- Copy of transcripts from all schools
- Copy of passport photo page
- Envelope for mailing documents

For students who have been out of status for 5 or more months:

- Proof of payment of the SEVIS I-901 fee

Once complete, you will mail these documents to

USCIS
P.O. Box 660166
Dallas, TX 75266

AFTER MAILING YOUR DOCUMENTS

2-3 weeks after mailing your documents you should receive *I-797C: Notice of Action*. This is an acknowledgment that your materials were received by USCIS. Track the progress of your case by entering your receipt number at My Case Status on USCIS.gov. The receipt number is a unique 13-character identifier that USCIS provides for each application or petition it receives. **If you receive any additional letters from USCIS, share them with ISSS immediately.**

If your address changes after filing the I-539, [report](http://egov.uscis.gov/coa) (egov.uscis.gov/coa) this to USCIS so that future notifications go to the correct address.

WHAT YOU SHOULD DO IN THE MEANTIME

While a request for reinstatement is pending with USCIS:

- **Continue a full-time program of study at the school where you are enrolled**
- Comply with other requirements associated with your status
- Do not travel outside the United States, as doing so will be considered an abandonment of the pending reinstatement application. If you decide to do so, you will have to reenter on a new I-20, visa
- Do not work on or off campus

Note: Out-of-status students are not eligible to apply for any student-related benefits while reinstatement is pending.



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COMPLETING THE I-539

Below we explain which sections of the I-539 must be completed to apply for reinstatement: **The illustrations below are examples.** You will need to use your own information when filling out the form.

<p>Skip question 1 and 2. Complete questions 3a-3c.</p>	<p>Part 1. Information About You</p> <p>1. Alien Registration Number (A-Number) ▶ A- <input type="text"/></p> <p>2. USCIS ELIS Account Number (if any) ▶ <input type="text"/></p> <p>3.a. Family Name (Last Name) <input type="text" value="Student"/></p> <p>3.b. Given Name (First Name) <input type="text" value="John"/></p> <p>3.c. Middle Name <input type="text"/></p>
<p>Use your current U.S. address. This is where USCIS will send future notifications to you.</p> <p>If your address changes after filing the I-539, report (egov.uscis.gov/coa) this to USCIS so that future notifications go to the correct address.</p>	<p>Mailing Address</p> <p>4.a. In Care Of Name <input type="text"/></p> <p>4.b. Street Number and Name <input type="text" value="Your address"/></p> <p>4.c. Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="checkbox"/> <input type="text"/></p> <p>4.d. City or Town <input type="text" value="Your city"/></p> <p>4.e. State <input type="text" value="OH"/> 4.f. ZIP Code <input type="text" value="45469"/></p>
<p>This is typically the same as your mailing address.</p>	<p>Physical Address</p> <p>5.a. Street Number and Name <input type="text" value="Your address"/></p> <p>5.b. Apt. <input type="checkbox"/> Ste. <input type="checkbox"/> Flr. <input type="checkbox"/> <input type="text"/></p> <p>5.c. City or Town <input type="text" value="Your city"/></p> <p>5.d. State <input type="text" value="OH"/> 5.e. ZIP Code <input type="text" value="45469"/></p>



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Complete all but questions 9, 11c, and 12b.
For 12a, use 'F-1'. For 12 c, check the box.

For 11a, obtain your I-94 number from
www.cbp.gov/i94.

Other Information

- 6. Country of Birth
Your nation of birth
- 7. Country of Citizenship or Nationality
Your nation of citizenship
- 8. Date of Birth (mm/dd/yyyy) ▶ 01/01/1990
- 9. U.S. Social Security Number (if any)
▶
- 10. Date of Last Arrival Into the United States
(mm/dd/yyyy) ▶ 06/01/2016

Provide information about your most recent Form I-94

- 11.a. I-94 Arrival-Departure Record Number
▶ 1 2 3 4 5 6 7 8 9 0 0
- 11.b. Passport Number Your passport number
- 11.c. Travel Document Number
- 11.d. Country of Issuance for Passport or Travel Document
Country that issued your passport
- 11.e. Expiration Date for Passport or Travel Document
(mm/dd/yyyy) ▶
- 12.a. Current Nonimmigrant Status
F-1 06/01/2020

- 12.b. Expiration Date (mm/dd/yyyy) ▶
- 12.c. Check this box if you were granted Duration of Status (D/S).

Complete **only** questions 3 and 4 as shown
here. Question 5b will automatically be
populated after selecting 'I am the only
applicant' in question 4.

Part 2. Application Type (See instructions for fe

I am applying for: (Select one)

- 1. An extension of stay in my current status.
- 2.a. A change of status. The new status and effective date of change. (mm/dd/yyyy) ▶
- 2.b. The change of status I am requesting is:

- 3. Reinstatement to student status.

Number of people included in this application: (Select one)

- 4. I am the only applicant.
- 5.a. Members of my family are filing this application with me.
- 5.b. The total number of people (including me) in the application is: (Complete the supplement for each co-applicant.)

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Complete **only** question 1b, 2a, and 3a as shown here.

Part 3. Processing Information

1.a. I/We request that my/our current or requested status be extended until (mm/dd/yyyy) ▶

1.b. Check this box if you were granted, or are seeking, Duration of Status (D/S).

2.a. Is this application based on an extension or change of status already granted to your spouse, child, or parent?
 Yes No

2.b. If "Yes," provide USCIS Receipt Number.
 ▶

3.a. Is this application based on a separate petition or application to give your spouse, child, or parent an extension or change of status?
 Yes, filed with this I-539. No
 Yes, filed previously and pending with USCIS.

All questions in this section must be answered.

Part 4. Additional Information

If you are the Principal Applicant, provide your current Passport information:

1.a. Country of Issuance for Passport

1.b. Expiration Date for Passport (mm/dd/yyyy) ▶

Foreign Home Address

2.a. Street Number and Name

2.b. Apt. Ste. Flr.

2.c. City or Town

2.d. Province

2.e. Postal Code

2.f. Country

This section contains questions 3 – 20. Read each question carefully and answer accordingly.

Pay special attention to question 19. If you are not working in the U.S. (most F-1 students applying for reinstatement do not work) you will select 'No'. **If you select 'No' you must explain how you are supporting yourself in Part 4 question 2.**

Answer the following questions. If you answer "Yes" to any question, describe the circumstances in detail and explain on a separate sheet of paper.

3. Are you, or any other person included on the application an applicant for an immigrant visa? Yes No

4. Has an immigrant petition EVER been filed for you or for any other person included in this application?
 Yes No

5. Has Form I-485, Application to Register Permanent Residence or Adjust Status, EVER been filed by you or by any other person included in this application?
 Yes No



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	<p>19. Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If "No," fully describe how you are supporting yourself in Part 4. Additional Information for Answers to Item Numbers 18., 19., and 20. Include documentary evidence of the source, amount, and basis for any income.</p>
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TEMPLATE FOR STUDENT LETTER

This section provides guidelines for and examples of a reinstatement letter. What follows is a "template" to help guide students. Please follow and adapt this template to meet your specific circumstances. The areas in *[brackets]* must be tailored to fit your current situation. Be specific. If you made a mistake, state it clearly and describe how you will avoid making this mistake in the future.

[Date]

Department of Homeland Security/USCIS

To Whom It May Concern:

I am a student requesting reinstatement to F-1 student status. I *[plan to enroll/or am currently enrolled]* at the University of Dayton as a full-time student.

I realize that I have failed to maintain my full-time F-1 student status and would like to explain the circumstances which resulted in this situation.

[Explanation of circumstances]

I would like to state that I have not been employed during this time.

Your consideration of my request for reinstatement will be greatly appreciated. I would very much like to continue my education in the United States and complete my degree in *[major]*.

Sincerely,

[Name]

[Signature]

HOW TO WRITE A CHECK

The illustration below shows how to write the check for payment of the I-539 fee. Fees are subject to change. See the I-539 instructions to verify the most recent fee.

