REINSTATEMENT TO F-1 VISA STATUS

Reinstatement to student status is necessary when you have not followed the rules of F-1 status. For example, you have been a part-time student without permission, you failed to transfer from a previous school in a timely manner, or you have not been attending school at all for a period of time (excluding summer vacation).

Reinstatement requires submitting an application to U.S.CIS to request a return to student status. Note: Students who have engaged in unauthorized employment are not eligible for reinstatement.

To reinstate to F-1 status by submitting a reinstatement application to US CIS, please do the following:

1. Obtain new original I-20 form requesting reinstatement from ISS (or admission office for incoming students).
2. Sign and date in item # 11 on page 1 of new original I-20.
3. Attach verification of finances (support affidavit, bank statement, etc.).
5. Remove ORIGINAL I-94 from your passport and attach to your new I-20 form to be sent to US CIS.
6. Attach copies of your F-1 visa page and your passport I.D. page
7. Write a cover letter indicating why you want the US CIS to reinstate you to F-1 status (see reverse side for template). Be sure to carefully include how and why you violated status and how the violation was beyond your control, as well as your intention to maintain your status in the future. Also address what hardship you would face if your request is denied and you are forced to leave the U.S.
8. See ISS advisor to review documents. If the adviser is satisfied with your application, a notation of support will be provided.
9. Make and keep a copy of everything you are sending to US CIS for your personal record.
10. Mail cover letter, documents, and check by Certified Mail, Return Receipt Requested to:

via USPS: via Express Mail or Courier:

USCIS USCIS
P.O. Box 660166 ATTN: I-539
Dallas, TX 75266 2501 S. State Highway 121 Business Suite 400

Lewisville, TX 75067

11. If submitting more than 5 months since losing status, you must also attach receipt for payment of SEVIS fee. SEVIS fee ($200) payment can be made on-line at http://www.ice.gov/sevis/i901/. Complete FORM I-901 and print the SEVIS on-line fee receipt.

If your application is approved you will be sent an approval notice and your I-94 will be returned with a notation of status on the reverse side. Approval may take 3 to 4 months.

YOU MUST BRING YOUR UPDATED I-20 FORM and UPDATED I-94 FORM (with red stamp) TO THE ISS TO UPDATE YOUR RECORDS.

TO REGAIN F-1 STATUS BY DEPARTING THE U.S. AND RE-ENTERING ONCE AGAIN IN F-1
SAMPLE REINSTATEMENT COVER LETTER

Dear US CIS Officer:

I am currently in the U.S. holding an F-1 Student Visa and have failed to maintain my status. My violation was ____________________________________________________________
________________________________________________________________________________________
__________________________________________________________

The situation was beyond my control because ________________________________________________
_________________________________________________________________________________________
__________________________________________________________

If I cannot be reinstated I will face the hardship of ____________________________________
_________________________________________________________________________________________
__________________________________________________________. I would like to reinstate. I intend to
study full time until I complete my degree. Please find my application, I-20, I-94, and supporting materials.
My permanent address abroad is: __________________________________________________________________________. My
address in Hawaii is: __________________________________________________________________________.

Thank you for your prompt attention to this matter.

Sincerely,

(Signature)