

UNIVERSITY OF HAWAI'I AT MANOA
International Student Services
QLSCSS Room 206
Honolulu, HI 96822
Phone: (808) 956-8613 FAX: (808) 956-5076
www.hawaii.edu/issmanoa

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.).
4. Complete **FORM I-539** (<http://www.uscis.gov/files/form/i-539.pdf>) **and attach \$290** check payable to **Department of Homeland Security**.
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:

USCIS
P.O. Box 660166
Dallas, TX 75266

via Express Mail or Courier:

USCIS
ATTN: I-539
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

STATUS, YOU MUST MAKE AN APPOINTMENT TO MEET WITH AN ISS ADVISER.

SAMPLE REINSTATEMENT COVER LETTER

SAMPLE

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)