Procedure for Reinstatement in the United States

*Reinstatement is possible only if the student:

- Can establish "that the violation of status resulted from circumstances beyond the student's control or the violation relates to a reduction in course load that would have been within DSOs power to authorize and that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to the student;" [USCIS]
- Is currently pursuing, or intending to pursue, a full course of study at the school which issued the FORM I-20
- Has not engaged in unauthorized employment and is not deportable on any ground other than section 241 (a)(1)(B) or (C)(i) of the Act [overstaying or failing to maintain status]. [8CFR 214.2(f)(16)]
- Does not have a record of repeated or willful violations
- For F-1 students: Has not been out of status for more than 5 months at time of filing request *(unless student provides substantial reasons for delay)*

Step 1:
Submit the following documents to Global Educations and Services for review. After reviewing your complete documents and if the student does not have violations listed above, the advisor will create an I-20 supporting request for reinstatement.

- Check for $290 made out to the "Department of Homeland Security"
- Copy of form I-94
- Completed Form I-539 *(to be completed in blue ink)*
- Letter from student explaining failure to maintain status
- Any additional documents or statements to support case
- Original copies of your financial support information
  - Proof of available finances to cover all estimated expenses (tuition, fees, books, insurance, and living expenses) for remainder of academic program.
    - Official bank statements for the prior two months. The statement should clearly indicate the name(s) of the account holder(s) and the actual amount of money in the account(s).
    - The account type should be checking, savings, or CD.
  - If you have dependent(s), please show additional financial support of $4,500 for each dependent.
- Photocopies of all old I-20s
- Photocopies of your passport number/photo/expiration date page(s)
Step 2:
Make a follow up appointment to receive your new I-20 and for the advisor to review your entire application packet.

The completed reinstatement application should include:

- Check for $290 made out to the "Department of Homeland Security"
- Original form I-94
- Form I-539 (to be completed in blue ink)
- Letter from student explaining failure to maintain status
- Any additional documents or statements to support case
- Original New Form I-20 issued with the notation "Reinstatement" (make sure that you sign and date the I-20/DS-2019 before you send it!)
- Photocopies of all old I-20s
- Photocopies of your passport number/photo/expiration date page(s)
- Original copies of your financial support information
- Transcript or other proof of current full-time enrollment

Step 3:
Mail your application materials to the appropriate USCIS Service Center. Retain photocopies of your application for your records. Please indicate clearly "I-539: Reinstatement Form" on the outside of the envelope. Use a traceable mailing system.

U.S. Postal Service:
USCIS
P.O. Box 660166
Dallas, TX 75266

USPS Express Mail/Courier:
USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067