

REINSTATEMENT OVERVIEW

Reinstatement is a procedure that allows you to explain the circumstances that caused you to violate the terms of your F-1 status by filing an applications with the U.S. Citizenship and Immigration Services (USCIS).

USCIS recognizes that students experience problems while pursuing their education in the U.S. This process gives you the opportunity to present your case to immigration and appeal your termination, based on valid reasons.

RULES FOR REINSTATEMENT

1. You may not have been in violation of your F-1 status for more that five months.
If you have, you are considered ineligible to apply for reinstatement unless you can prove that your failure to apply on time was the result of exceptional circumstances and that you files as promptly as possible considering them.
2. You may not have a record of repeated or willful violations of your F-1 status.
3. You must be enrolled in school or planning to enroll in the next semester.
4. You cannot have worked without authorization.
5. You are not in removal proceedings from the U.S.
6. You must complete an application and write a convincing explanation of what happened and why the violation was not your fault, or demonstrate that you would have qualified for an authorized reduced course load due to a qualifying academic or medical reason had you applied in time.
7. Evidence is crucial to a reinstatement application. *If you can think of any kind of evidence such as an affidavit from someone familiar with the circumstances that caused the violations, newspaper clippings about conditions at home, an academic advisor, it would be helpful to your application.*
8. A new form I-20 from school.
9. If your violation occurred more than five months ago, you are required to pay the SEVIS fee (I-901) again.

HOW DOES THE VIOLATION AFFECT YOU?

1. Your F-1 status has been terminated in SEVIS and you need to take action to regain your status. USCIS may take up to five months to review your application and reply to us. We will contact you as soon as we hear from them. **YOU MAY CONTINUE YOUR STUDIES WHILE THE APPLICATION IS BEING PROCESSED.**
2. Your **privileges and benefits** as an F-1 student are **terminated** until you are reinstated- including starting new employment! You may continue current employment authorization.
3. If you decide to travel before you receive an answer to your application, consult with your international student advisor first!

HOW TO APPLY FOR REINSTATEMENT?

Step 1: Complete the I-539 application: (you can print it or complete it online at www.uscis.gov)

- Form I-539: Application to Extend/Change Nonimmigrant Status

Step 2: Type your letter of explanation:

- Attach a letter explaining circumstances and requesting reinstatement to F-1 student status. ***It is up to you to convince the Immigration Officer who will review your application that you qualify for reinstatement.***
Include:
- how you violated your status;
 - the reason for the status violation;
 - what will happen to you if you are not reinstated;
 - a statement that you are currently pursuing or is intending to pursue a full course of study;
 - specifically request that USCIS reinstate him or her to F-1 student status;
 - signature and date.

Step 3: Make an appointment with your immigration advisor. ISS will review your reinstatement materials with you. **Prepare the following documents for your appointment:**

- Evidence.** Attach documents that prove your case.
- Proof of financial support.** Attach original documents (bank statement and I-20 application) that prove you still have financial sponsorship.
- Form I-94 card:** You can print a copy of this card at www.cbp.gov/I94.
- Official transcript from LIU Post** demonstrating your academic record and current full-time enrollment.
- Official course registration** for current or following semester.
- Photocopies of all previous Forms I-20 you have been issued** by LIU Post and former schools.
- Photocopies of passport and visa identification pages.**
- Photocopy of your SEVIS Fee payment receipt** if you paid it prior to violating your status, or were required to repay it because you violated your status more the five months before filing this application for reinstatement. You can reprint it at www.fmjfee.com.
- Your new I-20 Form issued** by LIU Post. (this will be issued at your appointment)
- \$290.00 fee** in the form of a check or money order. Make it payable to the *U.S. Department of Homeland Security*.

Step 4: The Immigration Services Office will send your application to USCIS, certified mail, return receipt requested to:

Dallas Lockbox USCIS
P.O. Box 660166
Dallas, TX 75266

Step 5: USCIS Decision:

Once you receive a decision from USCIS about your reinstatement application, you will receive an I-797 approval notice from USCIS. You must provide ISO with a copy of the approval notice when you get it.

Please contact the Immigration Services Office at 516-299-1451 for questions.