

REINSTATEMENT TO F-1 STATUS

If you violate any of the immigration regulations under the F-1 (Student) non-immigrant visa classification, you will automatically be **OUT OF STATUS** and not eligible for any benefits (i.e., on-campus employment, practical training). Students who are out of status initially have two options to regain their F-1 status: apply for **REINSTATEMENT** through USCIS or restart F-1 status through travel and reentry.

In accordance with 8 CFR 214.2(f)(16)(i), a request for reinstatement will be considered by U.S. Citizenship & Immigration Services *only* if the student:

- (A) Has not been out of status more than 5 months at the time of filing the request for reinstatement;
- (B) Does not have a record of repeated or willful violations of immigration regulations;
- (C) Is currently pursuing a full course of study;
- (D) Has not engaged in unauthorized employment; and
- (E) Is not in removal proceedings.

Make an appointment with an ISC advisor to discuss your case, to understand clearly why you are out of status, and to review your options. *NOTE:* Not knowing that you violated immigration regulations **DOES NOT** negate the violation.

See next page for requirements.

To request a new I-20 to reinstate your program, you must submit to ISC:

—	<p>1. Proof of Funds to show sufficient money to cover tuition, school fees and ALL other expenses for at least one academic year. Documents provided must be originals (not photocopies). Valid documents that prove funds:</p> <ul style="list-style-type: none"> • MUST BE IN ENGLISH • MUST SPECIFICALLY STATE TOTAL AMOUNT OF MONEY AVAILABLE to you in US dollars • MAY INCLUDE: <ol style="list-style-type: none"> (1) Current bank letter and (if not your own account) signed letter from sponsor (2) Current scholarship letter from sponsoring agency or organization (3) Official and current letter verifying educational loan awarded to you
Your REINSTATEMENT application packet must include:	
—	1. I-20 with ISC advisor’s recommendation for reinstatement.
—	2. Proof of Funds as specified above.
—	3. Form I-539: Application to Extend/Change Nonimmigrant Status – Download the form by visiting the USCIS website at http://www.uscis.gov/portal/site/uscis . Click on “Forms” and find Form I-539 by scrolling down the page. You should type all the information on the form (NOTE: under Part 3, in answer to question 1, indicate “D/S”), print it out, and sign where stated.
—	4. Application Cover Letter – You must address this letter to “ U.S. Citizenship and Immigration Services ” and in it you must include <i>at least</i> the following: <ol style="list-style-type: none"> a. State how you violated your F-1 status (e.g., registered below required full-time credit hours, etc.) b. Explain why you committed the violation stated c. Attest whether you had engaged in any employment during the period that you were out of status (NOTE: A record of employment during that period may result in automatic denial of your application and possibility of a deportation order.)
—	5. Application Fee (see USCIS website) – Prepare a personal check or money order payable to “ U.S. Department of Homeland Security. ” This is a NON-REFUNDABLE fee.
—	6. Immigration Documents: <ol style="list-style-type: none"> a. Photocopies of ALL I-20’s issued to you by LU and previous schools b. Photocopies of passport identification page and expiration/validity page c. Photocopy of F-1 visa in your passport d. Copy of Form I-94

Once ALL of these documents are prepared, you should schedule an appointment with an ISC advisor, who will review your application packet for you to make sure it is ready to mail.

Processing times for reinstatement applications vary. Adjudication may take 6 months or more from the time the application is received by USCIS.

IMPORTANT REMINDERS:

- You will remain out of status UNTIL your application is approved by USCIS
- It is still illegal to accept employment, whether on-campus or off-campus, whether paid or unpaid, while you are out of status.
- You may not travel outside the U.S. while your reinstatement application is pending.

FOR ISC USE ONLY:		
Received on _____	by _____	Student File Updated on: _____
(Month/Day/Year)	(ISC advisor’s name)	(Month/Day/Year)