

# Reinstatement For F-1 Students

## How to Apply

1. Write **your own letter** explaining the circumstances. You will need to briefly explain the violation and outline how you are eligible for reinstatement. To be eligible, you:
  - 1) cannot have been out of status for more than 5 months at the time of filing reinstatement (unless the student can demonstrate exceptional circumstances and he/she is filing as promptly as possible);
  - 2) does not have a record of repeated or willful violations of USCIS regulations;
  - 3) is currently pursuing, or intending to pursue a full course of study in the immediate future;
  - 4) has not engaged in unauthorized employment;
  - 5) is not deportable on any other grounds; and
  - 6) establishes to the satisfaction of USCIS by a detailed explanation showing either that
    - i) the violation of status resulted from circumstances beyond the student's control (such as serious injury or illness, closure of KU, a natural disaster, or a mistake made by the international student advisor)  
OR
    - ii) the violation relates to a reduction in course load that would have been in the international student advisor's power to authorize, and failure to approve reinstatement would result in extreme hardship to the student.
2. Complete USCIS **Form I-539, optional Forms G-1145** (for email and text notification of receipt of application) **and G-1450** (if paying by credit card) (<http://www.uscis.gov/>; Forms tab) Type responses in fillable PDF and print out. Also save a digital copy to bring to the reinstatement appointment at ISS.
3. Complete ISS's **I-20 Request for Reinstatement or Travel to Regain Legal Status e-form** in [iHawk](#) (F-1 Student Services > I-20 Requests)
4. Obtain updated **original proof of finances**. (Example of sufficient proof: past 4~6 months of bank statements. A letter from the bank alone is insufficient.)
5. If appropriate, obtain a **letter from your academic advisor** confirming expected completion date and that you are making normal progress toward a degree.
6. Assemble **supporting documents**. Include documents that support what you claim in your personal letter. This might include such things as your transcript (or printout of Degree Progress Report from MyKU) to show your academic record or medical records/letters from a doctor to confirm a medical condition.
7. **Make a "Reinstatement" appointment at ISS** to meet with an international student advisor. Allow 60 minutes for the appointment. Bring the following materials to the appointment.
  - Your own letter explaining the circumstances, eligibility, and your request to be reinstated
  - Completed Form I-539, typed and printed (should also bring digitally saved copy)
  - Completed Form G-1145 (optional)
  - Original proof of finances
  - Any other supporting documents (e.g. transcript, copy of Degree Progress Report, medical letter)
  - Passport and Visa used for your most recent entry
  - I-94 - printout of electronic I-94 record (<https://i94.cbp.dhs.gov/>) or paper I-94 card
  - Completed Form G-1450 or money order or check book (we can help you write the check)
  - If you have any dependents, their passport, visa, I-94 & dependent I-20
8. The ISS advisor will review all of your reinstatement documents with you and create a new Reinstatement Requested I-20 during your appointment.

9. **Mail the reinstatement application to USCIS.** See “List of Documents to Mail” section. Which address to mail your application to will depend on the postal carrier you choose:

**For US Postal Service**  
**USCIS**  
**P.O. Box 660166**  
**Dallas, TX 75266**

**For non-US Postal Service (such as FedEx, UPS, etc):**  
**USCIS**  
**ATTN: I-539**  
**2501 S. State Highway 121 Business, Suite 400**  
**Lewisville, TX 75067**

## List of Documents to Mail

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Documents should be in this order and paper clipped together.

1. **\$85 biometric services fee** (per person included as an applicant or co-applicant) + **\$370 application filing fee**; Submit Form G-1450 to pay by credit card OR submit a check or money order made payable to U.S. Department of Homeland Security.
2. **Form G-1145** (optional), typed and printed out
3. **Form I-539**, typed, printed out and signed in blue ink
4. **Your own letter** explaining the circumstances and request to reinstate your status
5. **Photocopies** of pages 1 & 2 of the **new Reinstatement Requested I-20**, signed by you and by an ISS advisor on page 1.
6. **Enrollment record** [transcript or printout of Degree Progress Report from MyKU]
7. **Original proof of financial support**
8. **Photocopy of passport** showing photo, name, date of birth and expiration
9. **Printout of electronic I-94** record (<https://i94.cbp.dhs.gov>) or **photocopy** of front and back of I-94 card
10. **Photocopy of visa** used for most recent entry
11. **Additional supportive evidence** (if applicable)
12. **If SEVIS record terminated more than 5 months ago**, receipt showing \$350 SEVIS (I-901) fee re-paid (<http://www.fmjfee.com>)
13. If you have any dependents, be sure to include them on the I-539 application AND include copies of their I-94(s), passport(s), I-20(s), & visa(s).

As always, it is recommended that you retain copies of all documents sent to and received from the United States Citizenship and Immigration Service. Mail your application in a verifiable manner (e.g. certified mail and return receipt).

## Application Receipt and Online Status Check

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**Text and Email Receipts:** Although you can now fill out Form G-1145 to request a receipt number by text message or email, please note that such notifications are not considered official. The USCIS Service Center that receives the application will send an official paper receipt by mail.

**Online Status Check:** USCIS sends a receipt which may take up to 4 weeks to receive. The status of your application can be checked online with your receipt number at <http://www.uscis.gov/>. Look for the CHECK YOUR CASE STATUS link. Enter Receipt Number (ex. WACxx-xxx-xxxxx) without hyphens to check on the status of your application. The receipt is NOT an approval of your reinstatement.

## Upon Receiving the Results of the Reinstatement Application

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If USCIS reinstates you, you will receive an “I-797C Approval Notice” in the mail – the only proof that you have been reinstated. Bring the notice and meet with an ISS advisor so that we can scan it and properly update your record. At that time we can issue you an I-20 for “Continued Attendance”.

If you are not reinstated, you will probably be given a date of voluntary departure by which to leave the United States (usually within 30 days of notification) and you may not appeal the decision.

*Reference: 8 CFR 214.2 (f) (16)*