

## REINSTATEMENT TO F-1 STUDENT STATUS

### ***Background Information***

You can violate your F-1 immigration status in one of several ways. Examples include but are not limited to the following situations:

- ✚ you have not carried a full course of study as required by the U.S. Citizenship and Immigration Services (USCIS);
- ✚ the date of completion on the Form I-20 has expired and you did not request program extension;
- ✚ your passport has expired;
- ✚ you have worked without authorization or have worked beyond the allowed number of hours;
- ✚ you failed to follow correct procedures to transfer from one institution to another within the first 15 days of the program start date on the I-20 form; or
- ✚ you moved to a different degree level and did not inform the International Education Center (IEC) within the first 15 days of classes in the new semester.

### ***Eligibility***

The USCIS may consider your request for reinstatement if:

1. you have not been out of status for more than five months at the time of filing your application (or that failure to file within the five month period was due to exceptional circumstances and you have filed the request for reinstatement as promptly as possible under these exceptional circumstances);
2. you do not have a record of repeated or willful violations of USCIS regulations;
3. you are currently pursuing or intending to pursue, a full course of study in the immediate future;
4. you have not worked illegally;
5. you are not deportable; and
6. you establish that:
  - a. the violation of your status resulted from circumstances beyond your control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster, or inadvertence, oversight, or neglect on the part of the IEC. These circumstances do not include instances where a pattern of repeated violations or where a willful failure on your part resulted in the need for reinstatement; or
  - b. the violation relates to a reduction in your courseload that would have been within the IEC's power to authorize and that failure to approve reinstatement would result in extreme hardship.

If you do not meet the above eligibility requirements, your request for reinstatement may be denied.

Once, you have examined all of your options to regain lawful status and have decided to apply for reinstatement, International Education Center staff will prepare a new I-20 form.

## **APPLICATION INSTRUCTIONS**

### ***Review Your I-20 Form***

1. Review your I-20 to make sure that your name, date of birth, program of study and dates of enrollment are correct.
2. Review page 2 to understand your responsibilities in F-1 status.
3. Sign and date your I-20 as indicated in section 11.
4. Scan and save your I-20 form as a PDF or JPEG onto a flash drive. Be sure to name your saved document as follows: Last name, First name – Brookdale I-20 form.

### ***If applicable to your case, pay a new SEVIS Fee***

1. Pay your SEVIS on-line at [www.fmjfee.com](http://www.fmjfee.com) . The fee is currently **\$200.00** and should be paid by debit or credit card. You will need to refer to information in your passport and on your I-20 form to complete this form.
2. Print two copies of your SEVIS fee receipt. Bring or E-mail one copy to the International Education Center.
3. Scan and save your SEVIS fee receipt as a PDF or JPEG onto a flash drive. Be sure to name your saved document as follows: Last name, first name – SEVIS Fee Receipt.

### ***Prepare your Cover Letter and Supporting Documents***

1. Write a cover letter addressed to USCIS explaining the need for reinstatement. Your letter must specifically address all of the points in the eligibility section. Also your letter must outline a chronological explanation of what lead you to violate your immigration status.
2. If your SEVIS record has been transferred to Brookdale from another institution in “terminated” status, you must request a letter from the previous international student advisor, which provides a detailed chronological explanation of the events that lead to the violation of your status.
3. Scan and save your letter and any supporting documents as PDF or JPEG onto a flash drive. Be sure to name your saved document as follows: Last name, First name –Cover Letter.

### ***Prepare your Change of Status Application***

**DO NOT SUBMIT YOUR APPLICATION TO IMMIGRATION UNLESS IT HAS BEEN REVIEWED  
AND APPROVED BY INTERNATIONAL EDUCATION (IEC) CENTER STAFF**

You will be filing your change of status application using the online Electronic Immigration System known as [USCIS ELIS](#).

1. Before starting your application you will need to scan and save all of your former immigration documents such as: Previous I-20s, DS 2019s, I-94 cards/forms, I-797 receipt notice(s), I-797 approval notice(s), Brookdale I-20 form, Brookdale Acceptance Letter, financial documents, SEVIS fee receipt, cover letter, supporting documents and immigration documents of all dependents. Documents can be saved as a PDF or as a JPEG (resolution between 200–300 dpi) onto a flash drive.

If you do not have the ability to scan documents, you may bring them to the International Education Center and we will scan them for you.

Please be sure to name your documents using the format below.

- a. Last name, First name – Passport Biographical Page
  - b. Last name, First name – Visa Page
  - c. Last name, First name – Brookdale I-20 form
  - d. Last name, First name – I-94 card/Arrival Departure Form
  - e. Last name, First name – I-797 Approval Notice(s) and/or I-797 Receipt Notice(s)
  - f. Last name, First name – Previous I-20 form(s)
  - g. Last name, First name – Previous DS 2019 form(s)
  - h. Last name, First name – Statement of Financial Support
  - i. Last name, First name – Bank Statement(s)
  - j. Last name, First name – New SEVIS Fee Receipt, if applicable
  - k. Last name, First name – Brookdale Acceptance Letter
  - l. Last name, First name – Brookdale Transcript and/or Class Schedule
  - m. Last name, First name – Transcript(s) From [name of prior U.S. University or College]
  - n. Last name, First name – Cover Letter
  - o. Last name, First name – Supporting Letter from Brookdale IEC
  - p. Last name, First name – Support Letter from former P/DSO, if applicable
2. Go to [www.uscis.gov/uscis-elis](http://www.uscis.gov/uscis-elis) to create your ELIS account. A step-by-step online set-up assistant will take you through the process of creating an online account, submitting the application, uploading the supporting documents, and paying the fee.

You may save the application and return to it at a later time.

***DO NOT SUBMIT OR PAY the fee until your application has been reviewed by an IEC staff member.***

3. Schedule an appointment to review your ELIS application.

Bring your saved documents on a flash drive. If you do not have the ability to scan documents, you may bring the documents to the IEC for scanning.

You will also need to bring a debit or credit card to submit payment of the **\$290.00 application fee** when you complete the application.

Be sure to print and/or save a copy of the final application for your files.

You may check the status of your application at [www.uscis.gov](http://www.uscis.gov).

**Note:** You may be enrolled full-time while awaiting the reinstatement decision. However, you may not work on-campus until the immigration service has approved your request for reinstatement.

### ***The USCIS Decision***

The Immigration Officer will update the Student and Exchange Visitor Information System (SEVIS) with a decision. If the USCIS approves your request, you will receive an approval notice from immigration and IEC will update your SEVIS record.

If your request is denied, you may not appeal the decision. You must be prepared to depart the United States.