

REINSTATEMENT TO F-1 STUDENT STATUS – PAPER BASED

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 3 to understand your responsibilities in F-1 status.
3. Sign and date your I-20 as indicated.

If applicable to your case, pay a new SEVIS Fee

1. Pay your SEVIS on-line at www.fmjfee.com . The fee is currently **\$350.00** 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.

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.

Prepare your Change of Status Application

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

<i>*To apply for reinstatement, submit the following documents to:</i>	
For U.S. Postal Service (including US Postal Service Express mail): USCIS P.O. Box 660166 Dallas, TX 75266	For Express mail and courier deliveries (e.g. UPS, Fed Ex, DHL, etc.): USCIS ATTN: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

Items must be submitted in the following order:

- I. Check or money order made payable to the Department of Homeland Security; **fees: \$370 I-539 fee + \$85 I-539A biometrics fee**
- II. Completed and signed form I-539 (available in the IEC or on-line at www.uscis.gov)
- III. Receipt for payment of the SEVIS fee, visit <http://www.fmifee.com> to pay the \$350 fee and obtain a receipt
- IV. Form I-20
- V. Proof of financial support for yourself and any dependents
- VI. Photocopy of your current transcript and transcripts from previous U.S. institutions
- VII. Photocopy of your current class schedule showing enrollment for a full course of study
- VIII. Photocopy of the I-94 arrival/departure record for yourself and your dependents – www.cbp.gov/i94
- IX. Photocopy of all previous I-20 forms
- X. Photocopy of your passport (include photo, expiration date and entry visa)
- XI. Cover letter addressed to the U.S. Citizenship and Immigration Services (USCIS) requesting reinstatement
- XII. Cover letter from the International Education Center supporting your request for reinstatement
- XIII. Cover letter from previous institution, if you SEVIS record was transferred in terminated status.

Note: This application can take up to 12 months. You must 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.

You may check the status of your application at www.uscis.gov.

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.