

REINSTATEMENT PROCESS

A non-immigrant alien who failed to maintain status may apply for reinstatement to lawful status, but only under limited conditions specified in immigration regulations.

In general, to be eligible for reinstatement, the student must:

- Not be out of status for more than five months at the time of filing or show the exceptional circumstance that prevented filing in that time frame.
- Not have a record of repeated or willful violations of regulations.
- Not have worked without authorization.
- Be pursuing or intend to pursue a full course of study in the immediate future at an SEVP certified school.
- Not be deportable for any reason other than failing to maintain F-1 or M-1 status.
- Be able to show that:
 - Circumstances beyond the student's control caused the status violation.
 - Student fell below a full course load for a reason the DSO could have used to authorize a reduced course load, and the student would experience extreme hardship, if the student fails to get reinstatement.

PENDING REINSTATEMENT – You are not in active F-1 status until your application for reinstatement is approved, therefore:

- **School Attendance:** An applicant for reinstatement to active F-1 status must maintain full-time academic enrollment while the application is pending.
- **Employment Benefits:** No F-1 employment benefits (CPT) are available until the reinstatement is approved.

HOW TO APPLY FOR REINSTATEMENT

Be prepared to provide the following documents in this order:

- New, original F-1 I-20 issued for reinstatement – This comes from an Alderson Broaddus University P/DSO
- Check or money order, payable to the U.S. Department of Homeland Security
- [I-94 card](#) [I-94 card information](#)
- Personal letter explaining your situation and requesting reinstatement (must be original with signature)
 - **Suggestions for Personal Letter:** This letter should establish convincingly why you are out of status by specifically stating the violation, and the reason(s) you are in violation. State how failure to receive reinstatement approval will affect you; state that you are currently pursuing or intending to pursue a full course of study and specifically request that the U.S. Department of Homeland Security reinstate you to student status. Be sure to state that you have not violated any other immigration regulations and have not been employed without proper

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authorization; and finally reaffirm your intention that you intend to return to your home country when your F1 status is completed. Be sure to provide a strong letter with facts to support your requests.

- [Completed Form I-539](#):
 - (on Part 2, Application Type, be sure to select #3 – “Reinstatement to Student Status”;
 - Part 3. Processing Information: check-mark the box at 1.b.)
- SEVIS Fee Payment Receipt (only required if you have been “out of status” more than 5 months): www.fmjfee.com
- Photocopy of passport statistics page
- Photocopy of visa
- Proof of financial support (original or photocopy)
- Copy of academic transcripts (this can be an unofficial copy)
- All previously issued I-20’s (photocopies)
- The word "REINSTATEMENT" should be written at the top of the I-539 form to further distinguish it from other uses of Form I-539.

HOW TO PROCESS THE REINSTATEMENT

Once your application is complete you will mail the reinstatement application yourself to one of the addresses below. It is recommended that you send your packet “certified mail; return receipt requested”. This allows you to track your application during the mail process and ensures proof that you sent your application and it was received.

Regular Mail	Certified Mail or Overnight Mail
USCIS – TEXAS SERVICE CENTER ATTN: I-539 – REINSTATEMENT PO BOX 660166 DALLAS, TX 75266	USCIS – TEXAS SERVICE CENTER ATTN: I-539 – REINSTATEMENT 2501 S STATE HIGHWAY 121, BUSINESS SUITE 400 LEWISVILLE, TX 75067

You may also file your I-539 Online:

Filing online helps you to:

- Get your application into the USCIS processing queue faster than mail delivery;
- Ensure you are using the correct version of the form; and
- Communicate with USCIS directly, without sending or receiving paper mail.

Conditions to File Form I-539 Online

You may [apply online to extend or change your nonimmigrant status](#) if you meet the following conditions.

You are applying:

- Only for yourself, without co-applicants; and
- You will not require legal or accredited representation at any point in your request.

To file online, you will:

- Use a desktop, laptop, phone, or tablet to complete the application;
- Be guided to complete the relevant parts of your Form I-539;
- Pay your filing fee online;
- Submit your application to USCIS; and
- Receive a near-instant notification in your USCIS online account when we receive your application.

After Applying Online you will use your USCIS online account to:

- Receive your biometrics appointment notice;
- Receive status updates about your case;
- Respond to any correspondence in which we ask you to submit evidence; and
- Update your contact information if it changes.

What happens after USCIS receives your I-539:

You will receive a Notice of Action from the Service Center, this lets you know that the Service Center has received your application; it does not mean that your application has been approved. Read this notice carefully. If at any time the Service Center requests further information, gather what is asked for submission; *pay strict attention to given deadlines*.

Please know that, the reinstatement process can take several months to be acted upon. You must be attending school full-time and stay in compliance with all F-1 student regulations. Failure to do so can result in the denial of your application. When you receive your final adjudication Notice of Action, provide your notice to the DSO at Alderson Broaddus so that your immigration records can be adjusted accordingly and a copy made for your student file.

Additional Resources:

I-539 Checklist: <https://www.uscis.gov/i-539Checklist>

NAFSA Adviser's Manual 360: https://www.nafsa.org/_/file/_/amresource/8cfr2142f.htm

USCIS Form Filing Guidance: <https://www.uscis.gov/forms/filing-guidance/form-filing-tips>

USCIS Fee Calculator: <https://www.uscis.gov/feecalculator>

Reinstatement Information on Study in the States: <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/certificates-of-eligibility/reinstatement-coe-form-i-20>