

Reinstatement Handout

Reinstatement is an option for an F-1 student who fails to maintain status and wishes to regain status without leaving the U.S. An F-1 student must be in status to be eligible for any benefits such like work permission as practical training, program extension, school transfer, and adjustment of status. Depending on the student case reinstatement may or may not be the best option. In certain cases we encourage you to consult an Immigration attorney. Please consult Office of International Student Services for more information. A student may be considered out of status if the student:

- Fails to apply for program extension before I-20 expiration date on the I-20 (#5 on your I-20)
- Fails to maintain a full course of study each semester
- Fails to maintain International student F-1 status (see above)
- Unauthorized off-campus employment
- If you dropped out of status due financial reasons, you are not eligible to apply for reinstatement unless unforeseen reasons (death of a sponsor etc)

To apply for Reinstatement, student:

- Should not be out of status for more than 5-months at the time of filing reinstatement
- Does not have a record of repeated or willful violations of USCIS regulations
- Is currently pursuing, or intending to pursue a full course of study in the immediate future
- Has not engaged in unauthorized employment

How to Apply for Reinstatement

1. Write a letter explaining the circumstances. Student will need to briefly explain the violation and outline how you are eligible to apply for reinstatement according to the above mentioned criteria.
2. Attach supporting documents to support your letter (i.e. medical records, letters from your advisors, professors, work supervisors)
3. Obtain a letter from your academic adviser confirming expected graduation date and that you are making progress towards completing the degree program
4. Complete USCIS for I-539 (www.uscis.gov). The International student adviser will mark the form "Reinstatement". The address in Part 1 should be "Office of International Student Services, Box 97, Minnesota State University"

Moorhead, Moorhead MN 56563". Part 2, item 1 should be marked for "Reinstatement for F-1 status"

5. A \$370 check or Money order made payable to "US. Department of Homeland Security"
6. Colored copies of your immigration documents: I-20s, I-94 card, visa, passport, previous I-20s
7. Financial documents to prove that you have sufficient funding to study at MSUM.
8. The new "Reinstatement I-20" issued by the office of International Student Services
9. Once you receive the Reinstatement I-20, please make the \$200 SEVIS fee payment through ww.fmjfee.com. You will need to attach a copy of the SEVIS payment receipt
10. Office of International Student Services International Student advisor will write a supplementary letter saying that Office of International Student Services agrees to grant you "Reinstatement"

MAIL DOCUMENTS

Once you have all the above documents, make a photocopy of the entire packet for your records and mail it to: (if you live in MN)

Regular Mail

**USCIS
P.O. Box 660166
Dallas, TX 75266**

Express Mail

**USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067**

USCIS information and forms may change. Before submitting any documents please refer to the USCIS website at www.uscis.gov and type "I-539" in the top right hand search box.

If you move while your reinstatement application is pending, please submit an AR-11 form at www.uscis.gov You can submit the AR-11 form via online.

*USCIS / Change of Address
1084-I South Laurel Road
London, KY 407444*