



Reinstatement to F-1 Status Checklist

BASIC DESCRIPTION:

Reinstatement is needed if you violate your full-time student status. Violation of student status makes you illegal and may lead to removal from the U.S. If your violation is not severe, there is an excellent chance of being reinstated. It will normally take 12-18 months to receive a response. If you are denied reinstatement, you may have to leave the U.S., but you usually can return if you travel with an “initial attendance” I-20, a valid visa, and passport. In some cases, students may prefer to travel and not apply for reinstatement. If you want to consider choosing to travel, contact an International Student Advisor. Submit documents to our office for an advisor to review your eligibility for a reinstatement I-20.

INTERNATIONAL ENROLLMENT & SERVICES SUBMISSION CHECKLIST

- All your I-20’s, passport, and I-94.
- Complete I-539 (All parts that apply and, if applicable, an I-539A for dependents.) Go to USCIS’s website to get the form(s) and instructions: <https://www.uscis.gov/i-539>
- Personal letter to DHS. Describe your violation. You must state the following: (1) how your violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship, and (2) you are currently pursuing or intend to pursue a full course of study at ETSU. For example:

Date

Dear USCIS Official:

I am applying for reinstatement because I (state your violation) during the _____ semester(s). This happened because (provide the reason especially emphasizing any circumstances beyond your conscious control). I am taking full-time hours this semester (or always have taken full-time hours) (or plan to be full-time next semester).

If I am not reinstated, it will result in extreme hardship because (list a reason).

*Sincerely,
Your name*

Note: You may want to save the letter in .doc /.docx /.pdf file format and print a copy so the advisor can make suggestions about the letter.



International Enrollment & Services

- ❑ Evidence of financial support. **Examples:**
 - GA's, TS's, & Fellowships: Obtain a copy of your signed contract from the College of Graduate and Continuing Studies.
 - Funds from a sponsor or personal account: Bring a current bank statement or a letter on official bank letterhead not older than 2 months). If your sponsor is not your parent and is either a U.S. citizen or permanent resident, he/she will need to complete form I-134, Affidavit of Support. This form is available for download at <http://www.uscis.gov/files/form/I-134.pdf>
 - Scholarships: Verified with a letter from your college or supplying agency. It should also state if you are eligible for resident tuition.
- ❑ Transcripts from all academic institutions attended in the U.S.
- ❑ **Pay a SEVIS fee of \$350 if your violation is older than 5 months.** You may use form I-901 and obtain a receipt verifying payment. You can pay the fee with a credit card and print out a receipt online. The website for paying the SEVIS fee is <http://www.FMJfee.com>.

MAILING CHECKLIST:

DISCLAIMER: Always confirm updated information with USCIS: <https://www.uscis.gov/i-539>, as our office may not receive notice of changes.

- A money order or cashier's check payable to U.S. Department of Homeland Security for **\$420** for online applications or **\$470** for paper filing. **No personal checks!**
- Personal letter of request.
- Completed and signed Form I-539 (and I-539A if applicable).
- Receipt of for SEVIS I-901 fee, if applicable.
- A new SEVIS I-20 that IES will issue for "Reinstatement."
- Proof of financial support. If the monies are from a foreign bank, they must be in English. IES will complete a currency conversion to include in your submission.
- Copy of the passport that is still valid for 6 months into the future, a copy of the visa page and of the I-94.
- Copies of all previous I-20s.
- Transcripts from all schools attended in the U.S.

We recommend that you mail the application certified mail with a return receipt or with delivery confirmation.