

Reinstatement to F-1 Status

What the Student needs to submit to USCIS:

- Write a letter of explanation addressed to USCIS, stating the following: why you are out of status (specify the violation) – chronological, dated detailed explanation; the reason for the status violation; the effect on the student of failure to receive reinstatement; a statement that you are currently pursuing or are intending to pursue a full course of study; and specifically request that USCIS reinstate you to F-1 student status
- Complete and sign Form I-539 (Application to Extend Status/Change Nonimmigrant Status), indicating in Part 2 that the application is for reinstatement to student status:
 - Part 2 of the most recent version of Form I-539 has a "Reinstatement to student status" checkbox at item 1.c. for this purpose
 - Part 2 of the prior version of Form I-539 has an "Other" checkbox at item 1.c. If using that form (unless it becomes obsolete), check that box and write in the space provided, "Reinstatement to F-1 status"
- (Optional) Complete Form G-1145 E-Notification of Application
- Write a check in the amount of \$370.00 for Form I-539
 - See the [USCIS Forms site](#) for current fee and instructions for Form I-539
 - Filing fee can be paid by personal check or money order made out to "US Department of Homeland Security".
 - **Note: Spell out U.S. Department of Homeland Security, do not use the initials "USDHS" or "DHS"**
- Completed copy of all Forms I-20 issued to you for any periods of F-1 student status in the United States
- I-94 retrieved from [CBP.gov/i94](#)
- Proof of financial guarantee
- Copy of identity pages of your passport
- SEVIS payment receipt (Continuing students must pay the SEVIS fee when they have been out of status for more than five months)
- Official academic transcripts
- Letters of support (from academic departments or other supporting parties)
- A new I-20 with new program beginning and end dates
 - Received from international advisor at final appointment

Send to the USCIS Dallas Lockbox facility:

For U.S. Postal Service

USCIS
POBOX 660166
Dallas, TX 752662501

For Express mail and courier deliveries

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

Important Notes:

- **Students should be registered in classes when applying for reinstatement to show that they are abiding by immigration F-1 rules.**
- **An approved application changes only your status. The next time you travel outside the U.S. you are to use the I-20 approved by USCIS to apply for the appropriate F-1 visa from the U.S. Consulate office.**

- **F-1 EMPLOYMENT ELIGIBILITY BEGINS UPON RECEIPT OF THE *APPROVED* CHANGE OF STATUS AND IS SUBJECT TO F-1 REGULATIONS FOR EMPLOYMENT AUTHORIZATION.**

Recommended outline for reinstatement letter to USCIS

- I. Introduction
 - a. When you began your course of study at UALR and what you are studying
 - b. Whether you are in good academic standing
- II. Admit Violation
 - a. What happened to cause your violation
 - b. What you are doing to solve the problem and maintain status
- III. Plead your case
 - a. Specifically ask for reinstatement and state why reinstatement is necessary
 - b. Mention your future plans and how reinstatement will help you
- IV. Closing
 - a. Thank them for reviewing your petition
 - b. Reference attachments

Frequently Asked Questions***Q: Can I attend classes or work while my reinstatement is pending?***

A: You may not work on or off campus while your reinstatement is pending. However, you can and should continue to maintain a full-time course load and follow all other conditions of your immigration status.

Q: How long does the reinstatement process take?

A: The process for reinstatement can take 6-12 months. While your application is pending, you have temporary status and will not be deported.

Q: How do I correct my status from outside the United States?

A: You can return to Active status through travel. Request a new initial I-20 from the Office of International Services. You will need to present an update financial statement, pay a new I-901 SEVIS fee and leave the country. Upon return to the U.S. with your new I-20, you will be back in status. When seeking CPT, OPT or off-campus employment benefits, your 9 month period of good standing starts over at that time.

Q: What would happen of my reinstatement is denied?

A: If your reinstatement is denied, you should leave the country. Any day you remain in the United States will accumulate toward unlawful presence in the U.S. 180 days of unlawful presence will cause you to be barred from entry to the U.S. for 3 years. Remaining for one year or more will result in a permanent ban from the U.S.

Q: Do I need a lawyer?

A: You can go through reinstatement without the assistance of an attorney. However, if you would feel more comfortable going through a lawyer, you are welcome to find an immigration attorney to assist you with your case.