



APPLICATION FOR REINSTATEMENT TO F-1 STATUS

A student who has failed to maintain F-1 student status and who wishes to regain F-1 status to continue studies or transfer to Rutgers, must apply for, and be granted reinstatement to F-1 status by the U.S. Citizenship and Immigration Services (USCIS). Even inadvertent or accidental violations of immigration regulations result in loss of F-1 status. Some examples of F-1 status violations include failing to extend your I-20 before the expected completion date, falling below full-time status and attending a different program than the one listed on your I-20. Students are urged to meet with the international student adviser for assistance with the application.

IMPORTANT ADVISORY
Students who are out of status are prohibited from working and may not accept or continue any employment. Students who are currently employed on or off campus (this includes assistantships and teaching) must discontinue employment immediately.

Preparing your application:

1. Obtain and complete the USCIS Form I-539, located here:

<http://uscis.gov/graphics/formsfee/forms/files/i-539.pdf>

2. Have your undergraduate academic dean or graduate program director completely fill out and sign the offices Academic Information form.

3. Gather the following items and make an appointment with your international student adviser to review your application materials and to answer any of your questions. When you meet with your adviser you must bring the following items with you:

- a check for \$300 made payable to "Department of Homeland Security"
- the completed Form I-539
- a letter requesting reinstatement to F-1 status, written to the USCIS adjudication officer, in which you explain why you fell out of status (see sample on the other side of this handout)
- evidence of financial support, as follows:
- \$ 39,000 - \$44,130 for your tuition and living expenses (\$22,500 - \$27,630 tuition and \$16,500 min. living expenses) if you are a graduate student
- \$ \$40,000 for your tuition and living expenses (\$24,200 tuition and \$ 15,800 min. living expenses) if you are an undergraduate student

\$ 5,000 for dependant's living expenses

\$ 3,750 per child, as applicable

[Financial support can be in any combination of assistantship, fellowship, personal funds or sponsor funds (accompanied by sponsor letter pledging support and proof of legal status/sponsor must be H-1B, Permanent Resident or citizen of the U.S.), as long as the total meets the amount required. The financial support must be original (no photocopies) and no older than 3 months.]

- photocopies of all of your immigration documents, including all I-20s, passport biographical pages, visa stamp, etc.
- photocopies of all immigration documents of any visa dependents who will be requesting reinstatement with you, if applicable
- your original I-94 card
- original I-94 cards of any visa dependents who will be requesting reinstatement with you, if applicable
- evidence that you have purchased or applied to purchase the required health insurance for any visa dependents (i.e. spouse or child under 21) who will be requesting reinstatement with you, if applicable
- Academic Information form, completely filled out by your academic adviser
- an official transcript

4. You will leave some of your application materials with the adviser so that she can issue you (and any visa dependents, if applicable) a new I-20. You will receive an email when the I-20 is ready, at that time you will be scheduled for an appointment, to have your application reviewed one last time.

5. After the adviser has reviewed your application, assemble your application package for submission to U.S. Citizenship and Immigration Services (USCIS) in the following order:

- check for \$300 made out to A Department of Homeland Security

(If the check is from someone other than the person applying for the change of status, on the bottom left corner of the check include the name and SEVIS ID number of the person who is applying for the change of status.)

- I-539
- letter requesting reinstatement to F-1 status
- original I-20
- original I-94
- original financial documentation
- Copies of all previous I-20s, passport picture and expiration date, visa, etc.
- official transcript
- photocopies of all immigration documents of any visa dependents who will be requesting reinstatement with you, if applicable
- original I-94 cards of any visa dependents who will be requesting reinstatement with you, if applicable

6. Paper clip everything together and place items in a large envelope and send it a certified mail/return receipt requested to:

**USCIS Vermont Service Center
75 Lower Welden Street St. Albans, VT 05479-0001**

**We urge you to COPY ALL
DOCUMENTS AND FORMS before
mailing your application to USCIS.**

Sample Letter

Date:

USCIS Officer

U.S. Citizenship and Immigration Services

Dear Sir/Madam:

(Request reinstatement and describe what happened.) Please accept my application for reinstatement to F-1 status. Recently I have become aware that **(Choose one from the examples if it covers your case or write your own explanation.)** I have failed to process my transfer from (name of previous school)/ I have failed to extend my stay before my I-20 expired. **(Explain why this happened.)** This was due to **(Choose one example or rewrite.)** oversight on my part/ my misunderstanding of the F-1 regulations. **(Add your specific reasons.)**

(Cite your good points.) I feel fortunate to be able to study in the United States. I have always attended school as a full time student and have not engaged in unauthorized employment.

(Promise that this will not happen again and reiterate your request.) I am determined to be more careful from now

on in order to make sure that fully abides by the regulations. I sincerely hope that I can be reinstated to F-1 status and be allowed to complete my studies.

Thank you for your consideration.

Sincerely,

(Sign your name)