

Reinstatement to F-1 Student Status

This handout should *only be used as a guide* to apply for reinstatement of your F-1 student status from the U.S. Citizenship and Immigration Services (USCIS). For the most up to date reference on reinstatement please review the “Reinstatement COE (Form I-20)” page on Study in the States (<https://studyinthestates.dhs.gov/sevis-help-hub/student-records/certificates-of-eligibility/reinstatement-coe-form-i-20>)

If you have violated the terms and conditions of your F-1 student status and your record was terminated or completed, you may make a reinstatement request to USCIS to attempt to regain Active Status. You will only be considered for reinstatement as an F-1 student if you establish to USCIS the following:

- The violation of status was due solely to circumstances beyond your control or that failure to be approved for reinstatement would result in extreme hardship;
- You are pursuing or will pursue a full course of study;
- You have not been employed without authorization; and
- You are not in removal proceedings

ALL individuals applying for reinstatement to F-1 student status MUST first meet the following requirements:

- ✓ MUST be an Elmhurst University student in a degree program
- ✓ MUST have an original Elmhurst University SEVIS I-20 document
- ✓ MUST have original, current financial documents verifying availability of adequate funds to cover tuition and living expenses. Bank letters and/or statements must not be older than 6 months.

To apply for reinstatement to F-1 student status you MUST submit the following documents to USCIS:

- ❑ **Cover letter/letter of support** from your Elmhurst University Designated School Official
- ❑ **Original SEVIS I-20** from Elmhurst University
- ❑ **Original I-94 card** (make a photocopy of the front and back of the card for your records)
- ❑ **Proof of current registration**
- ❑ A **completed Form I-539**. If you have any dependents, you must also complete the supplement page. As USCIS may send their response back to the address listed on the I-539, please make sure the address used will be valid for the next 3 months. You may download the fillable Form I-539 from the USCIS website at <http://uscis.gov>.
- ❑ **SEVIS fee receipt** (if applicable). In some cases, a student who is issued an initial Form I-20 on or after September 1, 2004, will be required to show proof of payment of the SEVIS fee upon submission of a Reinstatement application. For more information, visit <https://www.fmjfee.com/index.html>.
- ❑ A **cashier's check or money order** payable to DHS for **\$370.00** (NO PERSONAL CHECKS).
- ❑ A **letter of explanation** as to why you violated the terms of your non-immigrant status, and why failure to receive an approval of your application for reinstatement would cause you undue hardship. Your letter should be brief and to the point.
- ❑ CLEAR copy of **financial documents** verifying that you have adequate funds to cover your study and living expenses.



- ❑ CLEAR copy of pages containing the following in **your passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any). **Do not send your original passport.**
- ❑ You should mail your application to the USCIS Dallas Lockbox Facility at one of the two following addresses (based on your mailing method):
 - **For U.S. Postal Service (USPS):**
USCIS
PO Box 660166
Dallas, TX 75266
 - **For FedEx, UPS, and DHL**
USCIS
Attn: I-539
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

We recommend that you make a copy of your entire application for your own records. **Please request that your application be sent via a trackable method and send a copy of the tracking receipt to your Elmhurst University Designated School Official.**

Once you receive a receipt notice for your reinstatement petition, please submit a copy to your Elmhurst University Designated School Official. Processing time will depend on the workload of USCIS. USCIS will send your Elmhurst University Designated School Official an e-mail notification regarding their decision. If the reinstatement application is approved, your Elmhurst University Designated School Official will be able to re-issue a new SEVIS I-20 for you.

PLEASE NOTE: You must not travel outside of the U.S. until you receive a decision on your reinstatement ~~app~~ petition. If you leave the U.S. before USCIS decides on your case, your application will be considered abandoned and will be cancelled. This "abandonment of petition," as termed by USCIS, could result in further complications of your nonimmigrant status.

OBTAINING LAWFUL F-1 STATUS THROUGH TRAVEL: If you would like to learn how you can regain your lawful F-1 status by leaving the U.S. and making a new lawful entry to the U.S. in F-1 student status, please discuss with your Elmhurst University Designated School Official.