F-1 Reinstatement Policy

*** IMPORTANT NOTICE ***

Starting MARCH 22, 2019, USCIS will not accept I-539 forms that have an edition date of 12/23/16 or earlier. Reinstatement requests with an edition date of 12/23/16 must be received at the lockbox by March 21, 2019. The new form will be available on March 8, 2019.

The revised form I-539 change includes:

- Every co-applicant* included on the primary applicant’s Form I-539 must submit and sign a separate Form I-539A. Parents or guardians may sign on behalf of children under 14 or any co-applicant* who is not mentally competent to sign.
- Every applicant and co-applicant* must pay an $85 biometric services fee, except certain A, G, and NATO nonimmigrants as noted in the new Form I-539 Instructions to be published on March 8.
- Every applicant and co-applicant* will receive a biometric services appointment notice, regardless of age, containing their individual receipt number. The biometric services appointments will be scheduled at the Application Support Center (ASC) closest to the primary applicant’s address. Co-applicants* who wish to be scheduled at a different ASC location should file a separate Form I-539.

USCIS will reject any Form I-539 that is missing any of the required signatures or biometrics fees, including those required for Form I-539A.

*Co-applicants include any dependents listed on your I-20

What is Reinstatement?

Reinstatement is the process of gaining back legal F-1 status after falling out of status. International Student & Scholar Services (ISSS) recommends you for reinstatement by issuing the I-20 and it is the USCIS’s discretion to issue the final approval or denial.

What does it mean to be “out of status”?

As F-1 student, you are expected to comply with immigration regulations. If you fail to comply with these regulations, you will be “out of status” and your F-1 visa will fail to be recognized as valid. When you are out of status, you are no longer eligible for any type of employment (on/off campus), practical training, recertification of your I-20 for re-entry to the U.S., and any other benefits of F-1 student.
Why did I fall out of status?

Some of the reasons for falling out of status may include:

- Failure to take full-time credit hours each semester. This can include:
  - W or EU grades that put you below full time from the previous semester
  - Taking too many online classes—only 1 online course counts toward immigration credit
  - Not registering for enough credits without ISSS authorization
- Failure to complete transfer to a new school
- Failure to attend the school that issued the I-20 to enter the U.S.
- Failure to apply for a program extension before the completion date on your I-20.
- Failure to have an I-20 updated with a change of degree level such as Master’s to Ph.D.
- Failure to work lawfully with ISSS authorization.
- Failure to report to ISSS International Student Orientation and/or registration in SEVIS upon arrival.

Am I eligible to reinstate?

You may be eligible for reinstatement if you:

- Have not been out of status for more than 5 months prior to filing the reinstatement request.
- Do not have a history of repeated violations.
- Are currently eligible to register for classes and are still “matriculated” with the University and in good standing with your department. If you have been suspended or discontinued by the university, you need to re-apply to the University through International Admissions Office, transfer to another institution, or return home.
- Can establish that the violation of your F-1 status resulted from circumstances beyond your control.
- Have not engaged in unauthorized employment.
- Can document sufficient financial resources to pursue a full-time course load.
- Are not deportable from the U.S. on any other grounds.

Please meet with ISSS advisor to discuss about your reinstatement eligibility and to learn about the process.

What are my reinstatement options?

There are two options to reinstate—by sending in your application to USCIS or by travel. Each option has different process and restrictions so please read through both options carefully. If you have any questions, please meet with ISSS advisor before starting the process.

How do I apply for reinstatement?

To request a reinstatement I-20, please complete a “Reinstatement Request” E-Form using the iStart link found at www.isss.utah.edu. A new I-20 will be issued recommending you for reinstatement.
Why should I reinstate/ What is Unlawful Presence?

Under the new policy effective August 2018, USCIS will start counting days of unlawful presence the day after the student’s F- status violation occurs, unless the student is covered by an exception to the unlawful presence counting rule. If the student have filed for reinstatement within 5 months of the status violation, their unlawful presence is not counted during this time. However, if they file for reinstatement after 5 months of being out of status, their unlawful presence will continue to accrue during the reinstatement application review time. Immigration status violation may prohibit re-entry for 3 years, 10 years or permanently if a student is unlawfully present for 180 days or more.

What happens if I do not reinstate?

If you do not reinstate and choose to remain in U.S., your record remains in terminated status and it is considered as illegal stay. Students that remain out of status for more than 5 months risk the chance of having their reinstatement denied. Please also refer to unlawful presence information above.

What do I do when waiting for an approval from USCIS?

All employment must stop immediately. However, you should continue to attend school as a full-time student.

What happens after I reinstate?

Once your reinstatement is approved by USCIS, you are considered to be “active” student with valid F-1 status. You should continue with your studies. If you have reinstated by traveling, you are considered as a new student and will not be eligible for CPT, OPT for another 2 full-time semesters.

What happens if I have to reinstate more than once?

Students with multiple terminations in their SEVIS record will be evaluated on a case by case by USCIS whether reinstatement is the appropriate action.

Can my reinstatement request be denied after sending it into USCIS?

Per USCIS, the most common reasons a student’s reinstatement request may be denied include, but not limited to:

- Missing applicant signature on the application
- Sending it to the wrong lockbox
- Incomplete reinstatement application
- Incorrect amount of payment

What if my reinstatement request is denied?

If you have timely filed for reinstatement, your unlawful presence will start counting again after the denial. Please see ISSS advisor immediately for assistance.
OPTION 1: Reinstatement of Status through USCIS

If you meet the eligibility requirements, you may apply through the USCIS for reinstatement. If the USCIS office reinstates you to lawful F-1 student status, they will notify you of your reinstatement by mail.

**Step 1:** Log into iStart at through the iStart link and submit “Reinstatement Request”. You will choose “Reinstatement through USCIS” as an option. Your application must include current financial support documentation to cover tuition and living expenses and may require your academic advisor’s approval. The request for your I-20 will take approximately two (2) weeks to process.

**Step 2:** Pick up the new I-20 from ISSS. Sign and date.

**Step 3:** Gather Reinstatement packet (documents below). ISSS highly recommends that you meet with ISSS advisor to review your packet together before mailing.

**Your reinstatement packet MUST include the following:**

- A copy of your reinstatement I-20 from ISSS – also signed and dated by you. Valid for 30 days from the issue date.
- A letter requesting reinstatement to USCIS explaining why you fell out of status (example letter on next page). Letter should include the following:
  - You are currently pursuing a full course of study
  - You have not engaged in any type of employment without authorization
  - You are not deportable on any grounds except failure to maintain your student status
  - Going out of status was beyond your control and that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to you
- Form I-539 - fill out and print the form (www.uscis.gov/sites/default/files/files/form/i-539.pdf)
- I-94 card or online print out (online: https://i94.cbp.dhs.gov/i94/#/home#section)
- Copies of your passport, visa, and previous I-20s that was issued to you.
- Money order or bank check payable to Department of Homeland Security for $455.00. This includes your application fee of $370.00 and biometric fee of $85.00. For each dependent submitting the form, add an additional $85.00 to the check for their biometric fee.
- Financial support documents used to obtain the new I-20 (bank statement and an affidavit of support, if necessary).
- Proof of enrollment for full time status in current semester (copy of transcript or print out of current course schedule)
- If you have been out of status for more than 5 months, you MUST to pay the SEVIS fee ($350). This fee may be paid at fnjfee.com. Provide receipt as proof of payment.
- If you have a dependent in U.S. (F-2), you must also include them in the application since a violation of your F-1 status affects your dependent family members as well.

**Step 4:** Mail your reinstatement application to the regional USCIS office

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<td><strong>USCIS</strong></td>
<td><strong>PO BOX 660166</strong></td>
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<tr>
<td></td>
<td><strong>Dallas, TX 75266</strong></td>
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IMPORTANT REMINDERS (Option 1):

* **Processing time:** It has been observed that USCIS takes an average of 5-7 months processing time for reinstatement. However, this may change depending on their workload, biometrics, and/or additional follow up with you.

* **Biometrics:** USCIS now requires you to complete biometrics as part of reinstatement process if you filed for reinstatement to USCIS. You will receive a letter in your mailbox with your appointment time. Please make sure to show up to complete your biometrics in order to ensure your reinstatement request is processed in a timely manner. You can reschedule this appointment but it may cause delays in processing your request. Failure to complete your biometrics will result in delay in processing and denial.

* **Address:** Make sure your address is up to date with ISSS by submitting an address update form. ISSS and USCIS are not liable for any lost documents or communication if you have not updated ISSS with your address.

* **Dependents:** If you have dependents in the U.S. (F-2), you must also include them in the application (I-539A) since a violation of your F-1 status affects your dependents as well.

* **Employment:** You must stop on or off-campus employment immediately after you violate your student status. You are not allowed to engage in any employment while your reinstatement is pending as it will be illegal employment.

* **Travel:** ISSS recommend that you do not travel outside U.S. while your reinstatement is pending with USCIS. This will result in automatic denial for your reinstatement application as it is viewed as abandonment of your application. If travel is unavoidable, please speak with ISSS advisor before traveling.

* **RFE (Request For Evidence):** You may receive a letter from USCIS asking for more documents or clarification on your situation. You are given 30 days from the date the letter has been issued so it is very important you keep a very close eye on your mailbox and respond immediately should you receive RFE. Please call ISSS immediately to make an appointment with ISSS advisor as soon as possible so we can assist you with this. Not all students receive RFE and RFE doesn’t mean denial so please do not panic. However, if you fail to respond to RFE before the given deadline, your reinstatement will be denied.

* **Unlawful Presence:** If you have filed for reinstatement within 5 months of status violation, your unlawful presence clock is stopped. However, if your reinstatement is denied, then it will start accruing again. If you have filed for reinstatement after 5 months of status violation, your unlawful presence will continue to accrue. Individuals who have accrued more than 180 days of unlawful presence may be subject to 3- or 10-year bar.

11/22/2019 AKC
SAMPLE REINSTATEMENT LETTER (Option 1):

Date:

USCIS Officer
U.S. Citizenship and Immigration Services

Dear Sir/Madam:

I am requesting reinstatement because *(describe what happened)*. Please accept my application and 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 failed to enroll full time for Spring/Summer/Fall 20xx semester *(explain why this happened)*.
- I received an EU grade as a result of not attending a class *(explain why this happened)*.
- I have failed to extend my I-20 before it expired *(explain why this happened)*.
- I have failed to process my transfer from *(name of previous school)*.
- Or your specific reasons

This was due to *(choose one example or write your own)*:
- Oversight on my part
- My misunderstanding of the F-1 regulations
- Or your specific reasons

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 any 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 I fully abide 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)*
OPTION 2: Reinstatement through Travel and Re-entry

If you are out of status, you may leave the U.S. and re-enter the U.S. with a new I-20. You will be issued a new SEVIS number, and given a new I-20 which you must use to travel. After you return, you must bring your I-20 and I-94 for ISSS within 15 days of returning so we can update your status on SEVIS. Otherwise, you will continue to be out of status and must begin the reinstatement process again.

Step 1: Log into iStart at www.isss.utah.edu through the iStart link and submit “Reinstatement Request”. You will choose “travel”. Your application must include current financial support documentation to cover tuition and living expenses and may require your academic advisor’s approval. The request for your I-20 will take approximately two (2) weeks to process.

Step 2: Pick up the new I-20 from ISSS.

Step 3: Pay the $350 SEVIS fee prior to re-entering the U.S. at www.fmjfee.com. Keep the payment receipt as evidence.

Step 4: Travel outside of the U.S. and return using your new I-20. Before you travel, please remember to check:
- The expiration date on your passport (should be valid for 6 months past your re-entry date)
- The expiration date on your visa (if expired, you will need to renew before re-entering)
- Sign and date your new I-20

Step 5: After you have returned to the U.S. from traveling, you MUST report to ISSS to have your new I-94 scanned and inform ISSS of your travel in order to complete the reinstatement process. If you do not do this final step, you will NOT complete your reinstatement and may have to start the reinstatement process again.

Other important information to remember for reinstatement through travel:
- You must re-enter the U.S. on your new reinstatement I-20.
- You do not need to renew your visa unless it is expired.
- It is not advisable for you to travel to Canada, Mexico, or the Caribbean to try to make a legal entry by travel into the U.S. unless one of these countries is your home country. Please keep in mind that your re-entry is not guaranteed and you travel at your own risk.
- You are entering with a new I-20, so you are viewed as an initial student. After your re-entry you will be eligible for on-campus employment but you must maintain full time student status for two semesters again to be eligible for vacation semester, CPT, or OPT.
- If you have F-2 dependents, they fall out of status if you fall out of status. If you are traveling to return to lawful status, your dependents must also travel with you to have their status restored to valid F-2.
- After re-entry, you will be eligible for on-campus employment immediately, however, you are not eligible for CPT or OPT until you have accrued two semesters of full-time study.
Reinstatement Comparison Chart

Please refer to the full reinstatement policy guide for detailed information for each option. This chart is only to provide quick side by side comparison for the two options. It is the student’s responsibility to understand the reinstatement process and complete the process.

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<tr>
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<th>Option 1: Through USCIS</th>
<th>Option 2: Travel and Re-Entry</th>
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<tbody>
<tr>
<td>What It Is</td>
<td>Submit your documents to USCIS for adjudication and stay in U.S. while pending</td>
<td>Travel outside U.S. and return with an initial I-20</td>
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<tr>
<td>Processing Time</td>
<td>Average 5-7 months</td>
<td>Potentially quicker but different for each situation</td>
</tr>
<tr>
<td>Fee (subject to change)</td>
<td>$370 + $85 biometric fee/applicant * Additional $350 (I-901 fee) if you have been out of status for more than 5 months</td>
<td>Travel expenses + I-901 fee ($350)* Additional fee may occur depending on your situation</td>
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<td>F-1 status</td>
<td>Must be enrolled as full time while reinstatement is pending except for the summer vacation semester.</td>
<td>Will be returning to U.S. as an “Initial” student. Must be enrolled as full-time student until the next available summer vacation semester.</td>
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<td>Reporting to ISSS</td>
<td>Must report to ISSS when a student receives any communication from USCIS: Approval, RFE (Request For Evidence) or denial. Failure to report to ISSS in a timely manner may result in termination of status even if approved by USCIS.</td>
<td>Must report to ISSS within 15 days once the student returns to U.S. Failure to report to ISSS within 15 days of returning will result in termination of status.</td>
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<tr>
<td>On/Off- Campus Employment</td>
<td>Must cease on/off campus employment immediately when the student is terminated and while reinstatement is pending. On/off campus work is allowed once reinstatement is approved.</td>
<td>Must cease on/off campus employment immediately when the student is terminated. On-campus work is only allowed after re-entry and after reporting to ISSS. Must complete two consecutive semesters as FT student before eligible for OPT or CPT.</td>
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<tr>
<td>CPT/OPT</td>
<td>Not eligible for CPT or OPT until reinstatement is approved</td>
<td>Initial status restarts the F-1 status. Must attend the university two consecutive semesters and maintain their status in order to be eligible for CPT or OPT.</td>
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<td>Other</td>
<td>• Departing U.S. while reinstatement is pending will abandon the application</td>
<td>• The student must re-enter U.S. on the new I-20 issued for travel</td>
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<td>• You can apply for reinstatement with expired F-1 visa stamp. You will need to renew it next time you travel outside of U.S.</td>
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<td>• If your F-1 visa stamp in your passport has expired, you will need to renew it before returning to U.S.</td>
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