

Continuing Student Initial I-20 Request

***** IMPORTANT NOTICE *****

DO NOT use this e-form if you are a newly admitted student or a continuing student who has been newly admitted to a program of study by the Office of Admissions. You must contact the International Admissions Office for your I-20 (IAO@sa.utah.edu).

DO NOT use this e-form if you have a new program of study added via a Change of Graduate Classification form. Instead, log into UAtlas on our website at iss.utah.edu and submit the e-form "Change of Graduate Classification I-20 Update".

You must pay the SEVIS I-901 Fee on this new initial attendance I-20. This fee is paid online. For information, visit Study in the States [Paying the I-901 SEVIS Fee](#) Failure to pay the fee can result in problems at the US Port of Entry and will lead to cancellation of the SEVIS record (I-20).

You must have an Active academic record at the University of Utah to request this I-20. If you do not have an Active academic record then you must re-apply for admission to the university and be issued a new I-20 by the International Admissions Office (IAO@sa.utah.edu). If you are not sure, please contact us at international@utah.edu and we can check for you.

After arrival in the US, you must check-in with ISSS so that we can activate your SEVIS record within 15 days of arrival; failure to do this will result in cancellation of your SEVIS record.

You must be enrolled as full-time student based on this initial I-20 program start date (including with a summer start date) until the next available summer vacation semester.

What is a Continuing Student Initial I-20 Request?

Students may need to request a new initial I-20 for a number of reasons. The following are the main reasons a student would need a new I-20 to resume their studies at the University of Utah:

- **Category 1:** Started a program of study online outside of the US and are now seeking to enter the US to continue studies in-person
- **Category 2:** Previous SEVIS record was closed due to an Authorized Early Withdrawal
- **Category 3:** Seeking to regain F-1 status through travel (you were terminated due to falling out of status)
- If you are unsure, please contact the ISSS office (international@utah.edu)

How Do I Request This I-20?

You'll need to log into UAtlas on our website (iss.utah.edu) and submit the e-form "**Continuing Student Initial I-20**". Please read the section below pertaining to your specific situation so you'll understand how to fill out the form as the instructions may differ according to your situation.

CATEGORY 1: IF YOU STARTED A PROGRAM OF STUDY ONLINE OUTSIDE THE US AND ARE NOW SEEKING TO ENTER THE US TO CONTINUE YOUR STUDIES IN-PERSON

If you began your studies at the University of Utah from abroad and desire to enter the US for the next available semester to study in-person, you will need an I-20 with a program start date for the next available semester in order enter the US. If you deferred your admission, and did not take any courses online outside the US, then you will need to request your I-20 from the International Admissions Office (IAO@sa.utah.edu). This category is only for students who began their program of study online from abroad and are currently enrolled students.

Requesting the I-20: Log into UAtlas on our website (iss.utah.edu) and submit the e-form "**Continuing Student Initial I-20**". You'll need to indicate the reason for your request. If you are already outside the US, ignore the question about your US departure date. For "Date of Arrival" in the US, please put the semester start date for the semester you will begin your in-person studies in the US. The start dates can be found here: [Academic Calendars](#). Simply go to the correct semester and look for the "classes begin" date (You may enter the US up to 30 days prior to the semester start date). You'll also need to upload proof of funding documents (see "Financial Documents" below). After you submit the request, the I-20 should be issued within 5 to 10 business days.

What if you were previously issued an I-20 by the International Admissions Office?

If International Admissions issued you an I-20, we'll see if we can defer your current I-20 to the next available semester especially if you've already paid the SEVIS fee on it; however, we cannot guarantee this since the record may have already auto-cancelled. If we are unable to do that, we will issue you a new I-20 with new SEVIS number. If you have already paid [the SEVIS fee](#) it might be possible for the fee to be transferred to your new SEVIS record as long as you have not entered the U.S. on your I-20 and then departed. Please see the [I-901 Frequently Asked Questions](#) for more information.

Financial Documents

For the required amount, please see the estimated expenses found here:

For undergraduate students: <https://admissions.utah.edu/international-undergraduate-costs/>

For graduate students: <https://admissions.utah.edu/estimated-graduate-expenses/>

Financial documents must have been issued by the financial institution within the past 6 months. If the financial document is not in your name then you'll need to have the account holder fill out the [Affidavit of Support](#) and upload it in the e-form.

Students with full department funding can just upload a funding letter from the department (issued within the past 6 months, signed and on department letterhead) via the financial documents upload link and no affidavit of support is needed.

Be aware that estimated expenses for each dependent is \$6,000

F-1 Visa:

If you do not already have a valid F-1 Visa, you'll need to schedule a visa appointment with a US embassy or consulate abroad. For questions about applying for a visa, please refer to: <https://travel.state.gov/content/travel/en/us-visas.html> and the US embassy/consulate website where you'll request the visa.

AFTER ENTERING THE US:

After you enter the US, you must submit the **Post Arrival Check-In** (located in your UAtlas portal under the "Orientation" tab) where you will report your US address and upload copies of your passport picture page, F-1 visa, I-94, and I-20. **Failure to do this within 15 days of arrival will cause your SEVIS record to be terminated and your I-20 will no longer be valid.**

CATEGORY 2: IF YOU HAD A PREVIOUS SEVIS CLOSURE DUE TO AN AUTHORIZED EARLY WITHDRAWAL AND ARE RETURNING TO RESUME YOUR STUDIES

If you left the US to take a break from your studies during the Fall or Spring Semester with an approved Leave of Absence and now desire to return and resume your studies, you'll need to request a new I-20 via the **Continuing Student Initial I-20** e-form.

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Requesting the I-20: Log into UAtlas on our website (iss.utah.edu) and submit the e-form "**Continuing Student Initial I-20**". You'll need to indicate the reason for your request. If you are already outside the US, ignore the question about your US departure date. For "Date of Arrival" in the US, please put the semester start date for the semester you will begin your in-person studies in the US. The start dates can be found here: [Academic Calendars](#). Simply go to the correct semester and look for the "classes begin"

date (You may enter the US up to 30 days prior to the semester start date). You'll also need to upload proof of funding documents (see "Financial Documents" below). After you submit the request the I-20 should be issued within 5 to 10 business days.

Financial Documents:

For the required amount, please see the estimated expenses found here:

For undergraduate students: <https://admissions.utah.edu/international-undergraduate-costs/>

For graduate students: <https://admissions.utah.edu/estimated-graduate-expenses/>

Financial documents must have been issued by the financial institution within the past 6 months. If the financial document is not in your name then you'll need to have the account holder fill out the [Affidavit of Support](#) and upload it in the e-form.

Students with full department funding can just upload a funding letter from the department (issued within the past 6 months, signed and on department letterhead) via the financial documents upload link and no affidavit of support is needed.

Be aware that estimated expenses for each dependent is \$6,000

F-1 Visa:

If your F-1 visa has expired, you'll need to schedule a visa appointment with a US embassy or consulate abroad. For questions on applying for a visa, please refer to: <https://travel.state.gov/content/travel/en/us-visas.html> and the US embassy/consulate website where you'll request the visa.

AFTER RE-ENTERING THE US:

After you re-enter the US, you must submit the **Returning Student Check-In** e-form (go to our website at iss.utah.edu and log into UAtlas to submit this e-form). In this e-form, you will report your US address and upload copies of your passport picture page, F-1 visa, I-94, and I-20. **Failure to do this within 15 days of arrival will cause your new SEVIS record to be terminated and your I-20 will no longer be valid.**

CATEGORY 3: IF YOU ARE SEEKING TO REGAIN F-1 STATUS BECAUSE YOUR SEVIS RECORD WAS PREVIOUSLY TERMINATED FOR FAILING TO MAINTAIN STATUS

If you departed the US because your SEVIS record was terminated due to a violation of your F-1 visa status, or you are preparing to depart the US because you have violated your F-1 visa status, you may submit this request to receive a new SEVIS record and I-20 to enter the U.S. and continue your studies.

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

As an 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 status. If you fall out of status on your visa, you must seek reinstatement of status (see “What are my options to regain my F-1 status” below).

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- remember that only 1 online course at 3 credits 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.

What are my options to regain my F-1 status?

There are **two** options to regain your F-1 status:

1. **Applying for reinstatement through USCIS (Immigration) here in the US** – this requires you to submit the [Reinstatement Request e-form](#) to get the Reinstatement I-20 so you can apply for Reinstatement with USCIS. If you have already departed the US your only option is Travel (see below).
2. **Traveling** – requires you to submit the [Continuing Student Initial I-20 e-form](#) to get a new I-20 for re-entering the US

This e-form will explain how to seek to regain your status by traveling. If you will be reinstating through USCIS here in the US, you will need to read the [Reinstatement Policy Guide](#). Please make an appointment with an ISSS advisor before submitting either of these requests.

What happens if I do not reinstate?

If you do not reinstate and choose to remain in U.S., you may not remain in the U.S. legally as your SEVIS record is in terminated status. Students that remain out of status for more than 5 months risk the chance of

having their reinstatement denied. Please discuss your options with your ISSS advisor if you have been out of status for more than 5 months.

How soon do I need to depart the US?

The moment you learn of a status violation you must set an appointment with ISSS to discuss your options and seek guidance on the best method for seeking reinstatement of status. If you choose to apply for Reinstatement through USCIS, you must take immediate steps to start the process. If you plan to travel, you must prepare to depart as soon as possible regardless of whether it is inconvenient. If you are not able to depart the US, you must file for Reinstatement of status through USCIS instead of seeking to regain status by travelling.

Requesting the I-20:

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Log into UAtlas on our website (iss.utah.edu) and submit the e-form “**Continuing Student Initial I-20**”. You’ll need to indicate the reason for your request. If you are already outside the US, ignore the question about your US departure date. For “Date of Arrival” in the US:

- If you must return immediately because you are currently enrolled in classes (for example, you were terminated for under-enrollment but then afterwards you added a class to be full-time enrolled), then you’ll need to put your Date of Arrival as the date your return flight will arrive in the US. You must be full-time enrolled according to the regulations to do this quick exit and re-entry or you’ll just be out of status again.
- If you will be returning for the next available semester, (for example, you violated your status at the end of Spring Semester and plan to return for Fall Semester) please put the semester start date for the semester you will resume studies in the US. The start dates can be found here: [Academic Calendars](#) Simply go to the correct semester and look for the “classes begin” date (You may enter the US up to 30 days prior to the semester start date).

You’ll also need to upload proof of funding documents (see “Financial Documents” below). After you submit the request the I-20 should be issued within 5 to 10 business days.

Financial Documents:

For the required amount, please see the estimated expenses found here:

For undergraduate students: <https://admissions.utah.edu/international-undergraduate-costs/>

For graduate students: <https://admissions.utah.edu/estimated-graduate-expenses/>

Financial documents must have been issued by the financial institution within the past 6 months. If the financial document is not in your name then you'll need to have the account holder fill out the [Affidavit of Support](#) and upload it in the e-form.

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Be aware that estimated expenses for each dependent is \$6,000

F-1 Visa:

If your F-1 visa has expired, you'll need to schedule a visa appointment with a US embassy or consulate abroad. For questions on applying for a visa, please refer to: <https://travel.state.gov/content/travel/en/us-visas.html> and the US embassy/consulate website where you'll request the visa.

AFTER RE-ENTERING THE US:

After you re-enter the US, you must submit the **Returning Student Check-In** e-form (go to our website at iss.utah.edu and log into UAtlas to submit this e-form). In this e-form, you will report your US address and upload copies of your passport picture page, F-1 visa, I-94, and I-20. **Failure to do this within 15 days of arrival will cause your new SEVIS record to be terminated and your I-20 will no longer be valid.**

IMPORTANT REMINDERS ABOUT TRAVELING

* **You must pay the SEVIS I-901 Fee on this new initial attendance I-20.** This fee is paid online. For information, visit Study in the States [Paying the I-901 SEVIS Fee](#). Failure to pay the fee can result in problems at the US Port of Entry and will lead to cancellation of the SEVIS record (I-20).

* **If You Already Have an F-1 Visa, Do You Need a New One?** If you already have a valid F-1 visa (indicated on the visa page inside your passport), please be aware of the following: The US State Department considers a visa whose end date has not yet expired, or not been revoked, to be a valid visa. However, they sometimes do suggest renewing the visa if the SEVIS # has changed or you've been out of the US for an extended period of time. This is not a requirement, but may help you avoid complications at the US Port of Entry. If you have questions on whether or not you should renew your visa, please contact the US embassy or consulate where you would seek the renewal. Please do not enter on a different visa type.

* **Secondary Inspection:** Traveling on your new SEVIS record and I-20 doesn't erase your previous termination, however it does allow you to re-enter the US and regain F-1 status with a new SEVIS

record. Because the previous termination still exists, it is possible that you could be sent to Secondary Inspection upon arrival at the US Port of Entry. The best advice when being questioned by a Customs official is to answer the questions asked in a direct and honest manner. Keep in mind that if you meet the eligibility requirements and there are no other problems then it is normally just an inconvenience and Customs & Border Protection will allow you into the US after they research your situation. Be aware that students are not always sent to Secondary Inspection but you should be aware that it is a possibility.

* **Travel Documents:** You'll need to re-enter the US with the following documents: **Passport** valid for 6 months beyond your period of expected stay unless you are part of the [6 Month Club](#), Valid **F-1 Visa**, Valid **I-20** with valid travel signature from ISSS, **Proof of funding** in case you are asked for it

* **Dependents:** A violation of your F-1 status affects your dependents as well, so if you have dependents in the U.S. (F-2), they are also considered out of status and will also need to depart. It is recommended that dependents travel with the F-1 holder when possible, however, they can enter separately after the F-1 has already entered the U.S. Dependents should not attempt to re-enter if the F-1 has not yet entered the U.S. Remember to include sufficient proof of funding to cover their expenses when submitting your proof of funding. The current estimated expense for each dependent is \$6,000.

* **Employment:** You must stop all on or off-campus employment immediately after you violate your student status. You are not allowed to engage in any employment, not even unpaid, until you have re-entered the US on a new I-20 with new SEVIS ID. Employment before you have regained F-1 status is illegal employment. Once you successfully report your arrival to ISSS and your SEVIS record is activated, you can seek on-campus employment with ISSS approval. However, traveling on a new SEVIS record and I-20 will reset the employment eligibility clock for CPT and OPT and you'll have to accrue two semesters prior to regaining that eligibility. Also be aware that you cannot purposefully delay graduation without a legitimate academic reason, so if you will meet graduation requirements before gaining the two semesters, you may lose your OPT eligibility.

Please See the Following Page for a Comparison Chart of Traveling vs Applying for Reinstatement with USCIS here in the US.

***Disclaimers:** The decision to approve or deny your request for reinstatement or re-entry to the US is determined by USCIS or CBP. While it is our experience that most students who've committed minor status violations are reinstated or allowed re-entry, ISSS is not able to guarantee reinstatement or re-entry approval for any student. Students should seek advising from ISSS as soon as they are aware of a status violation as delays could impact the USCIS or CBP decisions.*

International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).

Reinstatement Comparison Chart

Please refer to the full reinstatement policy guide for detailed information on reinstatement with USCIS in the US. 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.

| | Option 1: Through USCIS (see Reinstatement Policy Guide) | Option 2: Travel and Re-Entry (explained by this policy guide) |
|-----------------------------|---|--|
| Process | Submit your documents to USCIS for adjudication and stay in U.S. while pending | Travel outside U.S. and return with an initial I-20 |
| Processing Time | Average 5-7 months | Whatever amount of time it takes to physically depart the U.S. and re-enter |
| Fee* (subject to change) | Use the USCIS Fee Calculator to determine the correct fee (https://www.uscis.gov/feecalculator) * Additional fee required (I-901 fee amount) if you have been out of status for more than 5 months | Travel expenses + I-901 fee * Additional fees may occur depending on your situation |
| Enrollment Requirement | Must be enrolled full time while reinstatement is pending except for the summer vacation semester (if summer is your first semester then it's not a vacation) | Will be returning to U.S. as an "Initial" student. Must be enrolled as full-time student (including summer if returning for Summer) until the <u>next</u> available summer vacation semester. |
| Reporting to ISSS | 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. | 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 and require the student to begin the process over again. |
| On/Off- Campus Employment | 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 by USCIS and with permission from ISSS. | 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 again as full-time student before eligible for OPT or CPT. |
| CPT/OPT eligibility | Not eligible for CPT or OPT until reinstatement is approved. Once approved, time accrued before falling out of status will count toward requirements for CPT or OPT. | Re-entering US on a new SEVIS ID restarts the F-1 status benefits. Must attend the university two consecutive semesters and maintain status in order to be eligible for CPT or OPT again. |
| Other | <ul style="list-style-type: none"> • Departing U.S. while reinstatement is pending will abandon the application • 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. | <ul style="list-style-type: none"> • Student must re-enter U.S. on the new I-20 issued for travel • It is not advisable to travel to Canada, Mexico, or the Caribbean (unless your home country), seek advising from ISSS if you have questions • If your F-1 visa stamp in your passport has expired, you will need to renew it before returning to U.S. |