



## Western Oregon University Reinstatement for F-1 Students

### General Information

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Reinstatement is process by which an F-1 student may apply to regain their student status without having to leave the US student status after their SEVIS record has been terminated for failure to maintain status.

Depending on the student's specific case, reinstatement may or may not be the best option. For instance, traveling outside the US and re-entering with a new Initial I-20 to regain F-1 status may be a better option. Please consult with an international student advisor on which options is best for a given situation.

NOTE: An F-1 student must be maintaining status to be eligible for any F-1 status benefits, such as, work permission (on-campus employment, Optional Practical Training), program extension, and change/adjustment of status.

### Eligibility

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To apply for reinstatement, the student:

- has not been out of status for more than 5 months at the time of filing for reinstatement (unless the student can demonstrate that due to exceptional circumstances s/he is filing as promptly as possible);
  - does not have a record of repeated or willful violations of USCIS regulations;
  - is currently pursuing, or intending to pursue a full course of study in the immediate future;
  - has not engaged in unauthorized employment;
  - is not deportable on any other grounds; and
  - can establish in writing one of the following conditions to USCIS:
    - The violation of status resulted from circumstances beyond the student's control (such as serious injury or illness, closure of WOU, a natural disaster, a mistake made by the international student advisor, or other)
- OR
- Despite the student's failure to request a Reduced Course Load authorization (RCL) with the international student advisor in a timely fashion, **(a)** the request for RCL would have been approved by the advisor under normal circumstances and **(b)** the student would experience extreme hardship if the application for reinstatement was not approved by USCIS.

### Forms

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The following forms are available on the USCIS website.

**Form I-539:** <http://www.uscis.gov/files/form/i-539.pdf>

**Instructions:** <http://www.uscis.gov/files/form/i-539instr.pdf>

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## How to Apply for Reinstatement

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- Complete USCIS **Form I-539**. Write "REINSTATEMENT" in bold letters using a pen across the top of the form as well as check Part 2, item 1.c.
- Write a **letter addressed to USCIS** explaining the circumstances. Explain the violation that caused your to lose status and state why you are eligible for reinstatement based on the criteria above.
- Obtain a **letter from your academic advisor** that confirms your expected completion date (graduation date) and describes how you are making normal progress toward a degree.
- Gather **documents** (in English or with translations) that support the claims you make in your personal letter to USCIS and are relevant to your applications. For example you might include your academic transcript (indicating continued enrollment in a full course of study), medical records or letters from a doctor or counselor (to confirm a medical condition that may have caused you to lose F-1 status).
- Submit your **ORIGINAL Form I-94 card**, as well as the original I-94 form of each F-2 dependent whose name is on the I-539 application.
- Submit a photocopy of a **valid passport**. Include your biographic information page, visa stamp page, and any passport extension pages. Your passport needs to be valid for at least 6 or more months at the time of applying.
- Submit **original financial documents** that demonstrate your ability to pay for your studies and living expenses while you are in the United States (must be dated no longer than 6 months prior). These may be an original bank statements or a Financial Guarantee.
- Write a personal **check or money order** for the amount of **\$290** made payable to "U.S. Department of Homeland Security".
- Make an appointment with an international student advisor in order to obtain the **reinstatement I-20** and to finalize the application. Bring all of the documents listed above to the meeting.

After receiving the final recommendation from an international student advisor, mail your application to:

**USCIS**

**P.O. Box 660166**

**Dallas, TX 75266**

Before sending any documents, make copies for your personal file. Mail the documents by certified mail so you can track whether or not it was received.

If USCIS reinstates you, the I-94 card and I-20 will be returned and will be marked "Reinstatement Approved" and dated. If you are not reinstated, you may receive notice of the date you will need to voluntarily depart from the US which is usually within 30 days of notification. The denial cannot be appealed.

International Students & Scholars Affairs

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