Petition for Reinstatement to Student Status for F-1 Students

An F-1 student who has overstayed his or her authorized period of stay or has otherwise failed to maintain F-1 student status may be reinstated to lawful F-1 status at the discretion of a USCIS [U.S. Citizenship & Immigration Service] district official. If an F-1 student has been out of status for more than 5 months, s/he is ineligible for reinstatement, unless s/he can show exceptional circumstances. (8CFR 214.2(f)(16)(i))

Please consult with an International Student Advisor before considering reinstatement to student status.

Obtaining a Reinstatement Request I-20 from CSUEB

To obtain an I-20, please submit the following to CIE:

a. Declaration of Finances form (available online and at CIE)
b. Verification of Funds (bank statement or letter)
c. Verification of Remaining Requirements. This requires an email from academic advisor and GE advisor (undergraduate students only) stating your remaining degree requirements.

Preparing the Application

1. You will need to write a letter of explanation describing in detail the reasons why you failed to maintain your F-1 student status.

In the letter, you must demonstrate the following four points with as much detail as possible:

✓ That you are either currently enrolled as a full-time student or that you intend to pursue a full course of study – **8 units for graduate students; 12 units for undergraduate students** – for the next quarter.
✓ That you have not been employed off-campus without USCIS authorization.
✓ That your failure to maintain a full-time course of study was due to circumstances beyond your control and that failure to receive reinstatement would result in extreme hardship.
✓ That you have not violated any other immigration regulations.

The letter should cover **ALL FOUR POINTS** and give details of the circumstances that led you to violate your status. Listed below are more suggestions on what to include in your letter:

Writing the Reinstatement Letter Examples

A. If you are out-of-status for failure to attend school full-time your letter should answer the following questions:

✓ What were you doing while not attending school? Give a detailed explanation substantiated by documentary evidence, wherever possible.
✓ If you were attending school, but not full-time, why did you enroll less than full-time? Did you discuss your decision with anyone before withdrawing (or not enrolling) full-time? Provide supporting evidence (letters from an advisor, etc) if possible.
✓ If non-attendance was due to medical reasons, a doctor’s letter explaining the medical condition that prevented you from attending school must substantiate the absence. This doctor’s letter must contain: 1) the specific illness suffered by you, 2) the length of your illness, and 3) if hospitalized, the length and reason for the hospitalization.

B. If you are out-of-status for failure to complete the USCIS transfer process you must:

✓ Give the reason you failed to complete the transfer process.
✓ Supply documentation from the original school regarding class attendance.

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✓ Provide an official transcript from the original school.
✓ Provide documentation to show that you are now attending CSU East Bay full-time.

C. If you are out of status because you did not use CSU East Bay’s I-20 to enter the US, your letter must answer the following questions:
✓ Did you attend school at any time?
✓ If you attended a school other than CSUEB, give the date you commenced study and the date you terminated your study at the school.
✓ Give reasons for terminating study at your previous school.

2. The following items must also accompany your statement:
✓ A single sided copy of the new **I-20 form** (for reinstatement purposes) prepared by the Center for International Education (remember to sign the I-20 on page 1)
✓ A printout of your electronic I-94 or a copy of front and back of your **I-94** arrival/departure record
✓ Copy of passport identity page(s), visa page, and any I-20s you have held in the past.
✓ A completed **I-539 “Application to Extend Time of Temporary Stay”** with “Reinstatement” written on the top in big, bright letters
✓ A check or money order in the amount of **$370.00** made payable to The Department of Homeland Security.
✓ An **official copy** of your university transcripts (in a sealed envelope)
✓ Proof of registration for the current term (if applicable)- printout from your MyCSUEB
✓ A **recent letter of financial support** from your sponsor
✓ A Letter of Explanation
✓ SEVIS Fee Receipt ([www.FMJFee.com](http://www.FMJFee.com)) - Only if you are out of status more than five months.

3. Once you have collected all of the documents, consult with an International Student Advisor before mailing the application to USCIS.

**Mailing the Application**

F-1 or M-1 students, educational institution located in California, Nevada, and Hawaii: When applying for reinstatement mail Form I-539 and supporting documents to the USCIS at the following address*:

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<thead>
<tr>
<th>For U.S. Postal Service:</th>
<th>For Express mail and courier deliveries:</th>
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<tbody>
<tr>
<td>USCIS</td>
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</tr>
<tr>
<td>P.O. Box 660166</td>
<td>ATTN: I-539</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Highway 121 Business</td>
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<tr>
<td></td>
<td>Suite 400</td>
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*USCIS processing locations may change. To verify current processing location, please visit:
[https://www.uscis.gov/i-539](https://www.uscis.gov/i-539)

We recommend that you submit your request for reinstatement via UPS or FEDEX to the Express Mail address. If you choose to use the USPS, we recommend you use **“certified mail – return receipt requested.”** Keep a copy of all documentation sent to USCIS for your records.

**USCIS Response**

Processing times fluctuate – check with an international student advisor for current estimates. Once you receive a response from USCIS approving or denying your request, bring your I-797 Approval Notice to the Center for International Education so that we may make a photocopy for our files and adjust your records accordingly.

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