

## **Petition for Reinstatement to F-1 Status (Via USCIS)**

A student who has violated their immigration status and whose status was terminated as a result of that violation may be reinstated to lawful F-1 status at the discretion of an USCIS official, but only under the limited conditions specified at 8 CFR 214.2(f)(16). The USCIS official may consider granting the request if the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement.
  - Students out of status for more than 5 months must show exceptional circumstances (8CFR 214.2(f)(16)(i))
- Does not have a record of repeated or willful violations of F-1 regulations;
- Is currently pursuing a full course of study at the school which issued the form I-20;
- Has not engaged in unauthorized employment; and
- Is not deportable on any ground other than section 237(a)(1)(B) or (C)(i)

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

### **Obtaining a Reinstatement Request I-20**

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

- a. Reinstatement Request Form (in this handout)
- b. Declaration of Finances form (last page of this handout)
- c. Verification of Funds (bank statement or letter)
- d. Verification of Remaining Requirements. This requires an email from major advisor and GE advisor (undergraduate students only) stating your remaining degree requirements.

### **Application Requirements**

You will need to submit the following documents to apply for reinstatement to F-1 status:

- 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
- A completed **USCIS Form I-539 Application to Extend/Change Nonimmigrant Status**
- A completed **USCIS Form I-539A Supplemental Information for Application to Extend/Change Nonimmigrant Status (if applicable)**
- A check or money order in the amount of **\$370.00 plus \$85.00 for Biometrics and an additional \$85 biometrics fee for each I-539A** made payable to U.S. Department of Homeland Security.
- An **official copy** of your university transcripts (in a sealed envelope)
- Copy of passport identity page(s), visa page, and any I-20s you have held in the past.
- 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 addressed to USCIS which should include at least the following:
  - Your full name
  - Term you started your studies and term you expect to graduate
  - Your major
  - The reason you are currently out of status
  - Request to be reinstated to F-1 status
  - You should type your letter, print and hand sign your letter
- SEVIS Fee Receipt ([www.FMJFee.com](http://www.FMJFee.com)) - Only if you are out of status more than five months.

## **Mailing the Application**

When applying for reinstatement mail Form I-539 and supporting documents to the USCIS at the following address\*:

### **For U.S. Postal Service (including US Postal Service Express mail):**

USCIS  
P.O. Box 660166  
Dallas, TX 75266

### **For express mail and courier deliveries (e.g., UPS, FedEx, DHL, etc):**

USCIS  
ATTN: I-539  
2501 S. State Highway 121 Business  
Suite 400  
Lewisville, TX 75067

\*USCIS processing locations and fees may change. To verify current processing location and fees, please visit: <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.

### **NOTE OF CAUTION**

**Other applications to the USCIS:** If you have (or someone has submitted on your behalf) a separate petition or application to the USCIS, you should consult an attorney before submitting an application for change of status. This is especially important for those in H-4 status whose spouse has an immigrant petition in progress. CIE cannot advise those who have separate applications or petitions pending for other immigration benefits.

### **USCIS Response**

- A receipt notice will be sent to you from USCIS with a case number assigned. You may then use the case number to check the status of the application from [USCIS](#) web site.
- 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. You must attend your biometrics appointment.
- If your application is denied, you may not appeal that decision and you must depart the U.S. immediately. The F-1 visa stamp in your passport becomes invalid immediately, even if the dates remain valid.
- If your application is approved, USCIS will send you Form I-797A. I-797A is your reinstatement approval notice.
- Once you receive a response from USCIS approving or denying your request, bring your Denial Notice or 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.

## Reinstatement Request I-20 Form

Student Information	
Family/Last Name:	First Name:
NETID:	SEVIS Number: N
Degree/Major:	Level of Study: <input type="checkbox"/> Master's <input type="checkbox"/> Bachelor's
Telephone:	Email:

Reinstatement Request
<b>I understand I must be enrolled full time before a reinstatement I-20 can be issued by CIE</b>
By selecting this box, I am requesting a reinstatement I-20 to be issued by CIE.

Applicant Requirements and Responsibilities
<ul style="list-style-type: none"> <li>I have reviewed the Reinstatement Handout</li> <li>I understand that I must enroll full time during Fall and Spring semesters</li> <li>I understand I am not in F-1 status until USCIS approves my request</li> <li>I understand that I am not eligible for any on-campus employment, off-campus employment, or Reduced Course Load while my application is pending</li> <li>I understand that it is in my best interest to apply within 5 months of my termination date and if I apply after the 5 months, I must repay the SEVIS fee.</li> <li>I will email CIE (<a href="mailto:cie@csueastbay.edu">cie@csueastbay.edu</a>) a copy of my decision notice from USCIS once received.</li> </ul>

Acknowledgement and Signature		
<p>I have read and now understand the above requirements. It is my responsibility to abide by the regulations while my application is pending with USCIS.</p> <p>CIE is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, should not be construed as legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of these immigration laws/regulations and eligibility requirements for benefits, at any time. We will do our best to provide you with the most current guidance. Each case is fact-specific and it is advised that you contact an experienced immigration attorney if you have questions regarding your situation.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;">Student Signature: _____</td> <td style="width: 40%; border: none;">DATE: _____</td> </tr> </table>	Student Signature: _____	DATE: _____
Student Signature: _____	DATE: _____	

Delivery/Pickup of Original I-20
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In Person Pickup at CIE or the person named here has permission to pick up: \_\_\_\_\_

\*\* ID will be required at pickup\*\*

Standard Mail (USPS)- Address: \_\_\_\_\_

\_\_\_\_\_

**Reinstatement I-20: Declaration of Finances**

The following is an estimate of the cost of one academic year (2 semesters) of full time study:

	<b>Undergraduate</b> (based on 12 units per semester)	<b>Graduate</b> (based on 9 units per semester)	<b>Graduate Business Professional Programs *MBA, MSBA</b> (based on 9 units per semester)
<b>Tuition &amp; Fees</b>	<b>\$16,499</b>	<b>\$15,557</b>	<b>\$20,417</b>
<b>Health Insurance (based on academic year)</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>
<b>Living Expenses (based on 9 months)</b>	<b>\$18,000</b>	<b>\$18,000</b>	<b>\$18,000</b>
<b>TOTAL</b>	<b>\$36,049</b>	<b>\$35,107</b>	<b>\$39,967</b>

Student Information		
Family/Last Name:	First Name:	NETID:

Funding Sources- You must provide required documentation in English and must:
*Be an official bank statement or letter on letterhead with a stamp/seal/official signature
*Include the following: Issue date within the past 4 months, Account holders Name, and Specific dollar amount (\$)

<b>Acceptable Types of Documentation</b>	<b>Not Acceptable Types of Documentation</b>
Bank Letters	Employer Letters / Salary Statements
Bank Statements (Savings or Checking Accounts)	Line of Credit Letters
Fixed/Term/Time Deposits - must be able to be withdrawn at any time without penalty	Provident (Retirement) Fund Statements
Loan Letters	Stock Market, Equity, or Mutual Fund Statements
Scholarship Letters (Private, Government, School, etc.)	Life Insurance Policy
Solvency Letter - Bank letter indicating funds immediately available to the individual	

Source of Funds (Indicate all that apply)
\$ _____ Personal Funds                      \$ _____ Scholarship, Government, or other agency funds
\$ _____ Family or Private Individual as Sponsor (please have sponsor complete information below)
Sponsor's Name _____ Relationship to Student _____
Sponsor's Complete Address: _____
<i>I guarantee without reservation to support annually the educational costs and living expenses including tuition and fees, meals, books, supplies, health insurance, medical and emergency expenses, travel and personal expenses of the student name on this form while s/he is enrolled at California State University, East Bay. I further guarantee that the student will not become a public charge during his/her stay in the United States.</i>
Sponsor's Signature: _____ Date: _____
Student Signature: _____ DATE: _____