

# Instructions & Application for Reinstatement to Student Status

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 the U.S. Citizenship and Immigration Services, only if the student:

- Is currently pursuing, or intends to pursue, a full course of study at a school which issues the student a Form I-20;
- Has not been employed without authorization;
- Establishes that his or her failure to maintain student status was due to circumstances beyond his or her control, or that failure to receive reinstatement would result in "extreme hardship";
- Is not deportable on any ground other than overstaying or failing to maintain status;
- Has not been out of status for more than five (5) months;
- Is not a multiple (repeat) offender.

When you can show clearly that the violation of the rules happened for reasons beyond your control or that the violation was merely technical and not serious, the USCIS is likely to forgive your violation and return you to status. You can also be reinstated if you can show that failure to regain status would result in serious hardship for you. Regardless of the facts you present to USCIS, you should include a discussion of the hardship to you if you are not reinstated.

## Preparing a Statement

Prepare a statement to explain what happened and why it was not your fault. We have provided a sample letter at the end of this document. If you did not know that you were breaking any rule, you should say so, but do not expect to be returned to status for that reason alone. Most of the rules were on your original I-20, and you were supposed to read and follow them.

Think carefully when you write. A USCIS officer will read what you write and decide whether to accept your justification as to why reinstatement should be granted. Do not leave out any important facts and be sure to talk about the violation. If you have always been a full-time student, this is an important fact in your favor—be sure to mention it. If you expect to be reinstated, you must also promise to be a full-time student in the future. After you finish your statement, sign it.

Evidence can be very important in helping you to get reinstated. If you can think of any kind of evidence from an independent source, such as a letter from home, newspaper clippings about conditions at home, your transcript, or anything else related to your reasons justifying reinstatement, attach it to the papers you return to us.

### *Situations When Reinstatement is Not Likely*

In general, USCIS will not approve a reinstatement for a student who has been out of status for more than five months. Many students in this situation still want to try for reinstatement anyway. If you have been out of status for more than five months and want to apply for reinstatement, please make sure you explain the reason for your delay in filing in an appropriate timeframe and try to document that the delay was caused by circumstances beyond your control. You will also have to pay the \$200 SEVIS fee prior to applying for reinstatement. Instructions on how to do this follow on the next page.

If you have worked off-campus without authorization, you cannot be reinstated, unless the work was pursuant to a scholarship, fellowship, or assistantship. If you worked off-campus without authorization, or worked on-campus more than 20 hours a week when school was in session, reinstatement is possible, though you must show that the violation was not deliberate or not your fault, and that it will not happen again. If you have worked without authorization, you **MUST** say so in your statement.

After reading your statement, if we feel that you will have no chance of success, we may advise you **NOT** to apply for reinstatement, but to effect new status by traveling outside the United States and returning.

### *Items Needed for Your Request*

- **Form I-20:** A new Form I-20 must be sent with your request.
  - You will need to provide us with new evidence of financial ability for the remainder of your program in order to be issued a new I-20.
  - If you are not sure about this, please ask us.
- **Form I-539:** Complete the I-539 Form, found on the USCIS website at [www.uscis.gov](http://www.uscis.gov).
  - It is imperative that the I-539 is completed correctly, and we will review it for accuracy.
  - You should complete the printable version of the I-539 so all the data is neatly presented. Copy the printable version you have completed to your computer in case changes have to be made following our review.
  - You will pay a \$455 application fee when filing the I-539 (which includes biometrics fee).

**Note:** Every reinstatement applicant and accompanying dependent must attend a biometric services (fingerprinting) appointment, which will be scheduled at the Application Support Center (ASC) closest to the applicant's address once the I-539 form is filed with USCIS. Each applicant and accompanying dependent must also sign a separate Form I-539A.

### *Until Your Reinstatement is Approved*

After your request is submitted to USCIS, you may wait for several months for an answer. The answer will be sent to you directly. You must inform UC International Services immediately upon receiving your answer from USCIS. While the application is pending, you are required to attend classes full time.

All other privileges and benefits as an F-1 student will be suspended at this school and any other school to which you might transfer until you are reinstated. It is unlawful for a foreign student adviser who believes that you have violated status to allow you to start working on-campus or to engage in practical training. If necessary, we will issue you a Form I-20 for travel outside the United States before you receive an answer from USCIS.

## Reinstatement Application Process

- 1. Obtain a new Form I-20 from the University of Cincinnati issued for the purpose of "Reinstatement."**
  - a. In order to obtain an I-20, you must hold active status in a University of Cincinnati program, provide documentation from the program that establishes what your graduation date will be, and provide our office with proof of financial support for the remainder of your program of study.
  - b. Use the "Sources of Financial Support" eForm in your iBearcatsGlobal record to upload your sources of financial support.
  - c. Click on the Limited Services link. The "Sources of Financial Support" eForm is linked under the "Pre-Arrival Checklist" and the "Admission and Orientation" menu.
- 2. If you have been out of status for more than 5 months, you must submit proof that you have paid the \$350 SEVIS fee.**
  - a. We have included instructions on paying the SEVIS fee in this document.
  - b. Once your I-20 is issued, you must pay the SEVIS fee and submit a copy of the receipt with the reinstatement application.
- 3. Print and complete the I-539 Form.** Bring a check for \$455 made out to the Department of Homeland Security or the completed Form G-1450 Authorization for Credit Card Transactions to your appointment.
- 4. Prepare the following documents for submission:**
  - a. your current I-94 card;
  - b. your visa stamp;
  - c. your passport biographical page and the extension page if applicable;
  - d. any previous certificates of eligibility (I-20's) you have;
  - e. a written statement explaining why you violated your status and why you believe no further violations will occur, as well as any documents that support your explanation as to why the violation occurred.
- 5. Schedule an appointment for UC International Services to review your documents by calling 513-556-4278.**
- 6. Mail the I-539 reinstatement application and supporting documents to the USCIS.**

## After Reinstatement

Once your application to be reinstated to F-1 status is approved, you will receive an I-797 approval notice from the USCIS.

- You must provide UC International Services with a copy of the approval notice when you get it.
- Use the "Notification of Change of Immigration Status" eForm found in the Biographical Information section of your iBearcatsGlobal record to notify us.
- While the application is pending you **MUST** attend classes full-time.

## How to Pay the SEVIS Fee

Prior to applying for your Change of Status to F-1, you must pay a \$350 SEVIS fee to the U.S. Department of Homeland Security (DHS). There are two ways you can pay the SEVIS fee: online by credit card, or through the mail by check or money order. We recommend that you use payment option #1 and pay by credit card. Students from the following countries are not able to use the credit card option and must use option #2 or #3 below: Cameroon; Ghana; Kenya; Nigeria.

To pay the SEVIS fee you will need to know your SEVIS ID Number.

### *Option 1: Pay Online by Credit Card*

DHS has set up a website on the Internet to accept electronic submission of Form I-901 and payment of the SEVIS fee using a credit card. Go to [www.fmjfee.com](http://www.fmjfee.com). We strongly recommend that you use this option if possible. Follow the on-line instructions. Print out the payment screen to verify your payment and send it to us as part of your supporting documentation. Do not leave that screen until you have printed the payment receipt. You will not be able to return to that screen.

### *Option 2: Pay Through Mail by Check or Money Order*

When paying by check or money order, there are two options:

1. **Internet-generated coupon.** Students can go to the [fee payment website](#), enter basic information, print out a coupon, and then mail a check or money order with the coupon to a lock-box address in Missouri. Once the information and fee are processed, SEVIS will be updated with the fee payment information.
2. **Paper option.** Students can download or otherwise obtain Form I-901, fill it in, and mail it, with a check or money order, to the specified address in Missouri. Once the information and fee are processed, SEVIS will be updated with the fee payment information.

In both cases, a receipt notice will be issued when the fee is processed. The mailing addresses for paying by check or money order, using the coupon or the paper Form I-901, are:

#### **P.O. Box Address:**

I-901 Student/Exchange Visitor Processing Fee  
P.O. Box 970020  
St. Louis, MO 63197-0020

#### **Street Address for Courier/Express Delivery:**

I-901 Student/Exchange Visitor Processing Fee  
1005 Convention Plaza  
St. Louis, MO 63101

#### **Check Specifics:**

All checks and money orders must be

- Payable to the "I-901 Student/Exchange Visitor Processing Fee".
- Only checks and money orders may be used when paying by mail.
- Made in U.S. dollars and drawn on a bank located in the United States.

Payment of the SEVIS fee is not limited to you, the student. DHS will accept fee payment from a third party individual or institution, in the United States or abroad, using either of the payment options.

# UC International Services

## Request for Reinstatement to Student Status

**Name of Student:**

**To U.S. Citizenship and Immigration Services:**

I believe that I should be reinstated to student status because:

I earnestly hope that my request will be granted. If it is not, I hereby ask that I be granted a date for voluntary departure.

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(Signature of Student)

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Month / Day / Year