

Reinstatement is an option available to students in terminated status to regain their immigration status. This process is needed if the action(s) leading to the termination were within the student's ability to prevent. Recommendations for a student to begin the reinstatement process will only be granted by a DSO if the events leading to the termination were outside of the student's control.

Eligibility for reinstatement:

- Application must be sent to USCIS within five months of the termination date. Exceptions can be granted if the student can provide evidence explaining the delay in application.
- No record of willful violations of immigration requirements
- Currently pursuing, or will pursue at the next available session, a full course of study
- Are currently maintaining all immigration requirements
- Have not engaged in unauthorized employment
- Is not deportable on any other grounds aside from the violation for which reinstatement is being requested

What needs to be proved:

- Circumstances that lead to the termination were outside of the student's control. Such circumstances include: serious injury, natural disaster, negligence on the part of the DSO, etc. Repeated violations of immigration requirements may result in a denial of the request.
- Failure of DSO to authorize a reduction in course load that resulted in extreme hardship for the student causing them to drop below minimum credit load requirements.

Application Process:

1. Schedule an appointment to meet with a DSO
2. Complete the I-539 Application To Extend/Change Nonimmigrant Status form
 - a. Form I-539: <http://www.uscis.gov/files/form/i-539.pdf>
 - b. Instructions: <http://www.uscis.gov/files/form/i-539instr.pdf>
 - c. Write "REINSTATEMENT" on the top of the form
3. Copies of all previous I-20's
4. Original I-94 (Paper copy only)
 - a. To print a copy of your I-94, visit: <https://i94.cbp.dhs.gov/I94>
5. Financial Support information showing that the student can cover the costs associated with schooling if reinstatement is approved
6. Letter of explanation. This is a statement written by the student explaining the situation that lead to the termination of their immigration status, and why it is considered to be outside of the student's control
7. Letter of recommendation. This letter is written by the DSO to support the student's request for reinstatement
8. Information that supports what is stated in the letter of explanation, and/or that supports the delay in filing for reinstatement
9. Current transcript and transcript(s) from other institutions previously attended
10. Photocopy of passport
11. Photocopy of visa
12. Copy of a new I-20 stating the reason for issue as "Reinstatement Requested"
 - a. This will be given to the student after meeting with the DSO to discuss the nature of the termination
13. Check or money-order for \$370 made payable to "U.S. Department of Homeland Security"
14. Proof of payment of the SEVIS I-901 fee if the student has been out of status for more than 5 months.

Mail application to:

US Postal Service Deliveries:

USCIS
PO Box 660166
Dallas, TX 75266

Express mail and commercial courier deliveries:

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

E-Notification: Form G-1145

To receive a notification of the acceptance of your petition, complete and submit the form G-1145 you're your application packet. This form can be downloaded from www.uscis.gov/g-1145

Time Table

The reinstatement process may take a minimum of three months to complete.

Note: *Traveling outside of the United States while a reinstatement is pending is considered an abandonment of the application, and USCIS will deny the request.*

Alternative reinstatement option: Travel and Reentry

An alternative to filing an I-539 for reinstatement is to obtain a new initial I-20, pay the SEVIS I-901 Fee, then exit and re-enter the United States to validate the new I-20. This option removes any time accrued for CPT and OPT eligibility requirements. For more information about this process, schedule an appointment with a DSO.