Reinstatement

There are two ways to regain F-1 status. Once you decide which option you will choose, you must continue with this option. You cannot change your mind once you have received your I-20. You should begin the process to regain your status as soon as possible. The longer you are out of status, the harder it is to regain status.

Option 1: Travel and Reentry: Leave the US, apply for a new F-1 visa at a US consulate, and reenter the US on F-1 status. If you choose this option, your time clock for benefits such as CPT and OPT start over. (There are no US consulates in the US so this must be done abroad.)

-or-

Option 2: Reinstatement: Apply for reinstatement to F-1 status in the US through USCIS. This can take 9-12 months.

Important note: You may not work or apply for any other benefits while you are out of status. You must be maintaining status at the time of reinstatement.

Step 1: Request an I-20.

- If you will Travel and Reenter, request an Initial I-20.
- If you will regain your status in the US, request an I-20 for Reinstatement.

Step 2: Pay the SEVIS fee.

- If you are choosing Option 2 and have been out of status for less than 5 months, you do not have to repay the SEVIS fee.
- See the International Admissions website for information on paying the SEVIS fee: https://www.wctc.edu/admissions-cost/international-students/index.php

Step 3: Regain your status.

- If you will Travel and Reenter, consult the page linked above for details.
- If you will regain your status in the US, please see page two of the list of documents needed to complete your application.

Step 4: Provide Global Education with proof of your reinstated status.

Bring copies of immigration documentation to Global Education for review:

- Documents for Travel and Reentry will include an F-1 visa, port of entry stamp, and I-94.
- Documents for Reinstatement will include an I-797 approval notice.
Reinstatement Application Form
• Complete form I-539 at http://www.uscis.gov/i-539 (must be typed).
• Write a check for the filing fee of $370 and make the check or money order payable to U.S. Department of Homeland Security.
• Complete the G-1145 form to accept electronic notification that your application has been received: http://www.uscis.gov/g-1145 (must be typed).

Financial Documents
• Include copies of the documents you submitted in order to request your I-20
• Include a copy of the SEVIS I-901 fee payment (unless out of status less than 5 months).

Correspondence
• Submit a letter indicating why you violated your status and explaining how you will prevent this from happening again. Global Education should review this document before submission.
• Submit the letter from Global Education, your academic adviser, or others as relevant.

Family Relationship
• If you are including dependents in this application, you should provide copies of marriage certificates and/or birth/adoption certificates as relevant to prove the relationship between the primary (F-1/J-1) and dependent (F-2/J-2) applicant(s).

Identity
• Although many documents are acceptable for this section, Global Education recommends that you submit the biographical page of your passport. Make sure the photo is clear and in color.

Immigration Status
• Copy of reinstatement I-20 and all previous I-20s.
• Copy of I-94 print out: www.cbp.gov/i94.
• Copy of port of entry stamp in passport.
• Copy of visa.
• Copy of other immigration documents (I-797 notices, EAD cards, etc.)
• Transcript/enrollment verification and class schedule or admission letter for new students.

After all the documents have been collected, make an appointment with Global Education to review your application.
Mailing your Reinstatement Application

After your application is assembled, mail your application to:

**USPS:**
USCIS
P.O. Box 660166
Dallas, TX 75266

**Express and Courier Mail:**
USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067

- A certified mail service is required (must receive a tracking number)
- A receipt notification should arrive within 3 weeks with tracking information, the status of application could be found at www.uscis.gov
- Respond promptly to any requests for additional information from USCIS.
- Make an appointment with ISS immediately when receive a “Blue Letter” from USCIS. A blue letter could mean request for evidence for your application.