REINSTATEMENT INFORMATION

General Information

The Office of International Students and Programs (OISP) assists admitted applicants and current students with applications for reinstatement to F-1 immigration status. Reinstatement applications typically take three to five months to be processed by US Citizenship and Immigration Services (USCIS). Processing estimates available at https://egov.uscis.gov/cris/ptIntlIntro.do

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 USCIS. To be eligible for reinstatement, a student in terminated F-1 status must:

1. Establish to the satisfaction of USCIS that the violation of status resulted from circumstance beyond the student’s control or that the failure to receive reinstatement to lawful F-1 status would result in extreme hardship to the student;
2. Is currently pursuing or intending to pursue, a full course of study at the school which issued the Form I-20;
3. Has not engaged in unauthorized employment; and
4. Is not deportable on any ground other than section 241 (a)(1)(B) or (c)(i) of the ACT 9 overstaying of failing to maintain status) 8 CFR 214.2 (f)(16)(i)

Generally, students who have been out of status for 5 months or more must travel outside the US to reinstate to F-1 status. Applications to USCIS will be denied, and application fees will not be refunded.

Reinstating your status in the United States does not give you a new visa. Visas are only used for entering the United States and can only be obtained outside of the United States at a U.S. Embassy or Consulate.

Application Procedure

Submit the required materials to OISP for review and schedule an appointment with an international student advisor. During this appointment, the advisor will review the application and generate the I-20 that will be submitted with the application.

To be eligible for reinstatement, you must be able to register for classes (no balance)
Application Materials

<table>
<thead>
<tr>
<th>Application</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form I-539</td>
<td>Available at <a href="http://www.uscis.gov/files/form/i-539.pdf">http://www.uscis.gov/files/form/i-539.pdf</a>. Please review the information on the I-539 carefully. All documents regarding your application will be sent to the address listed on your I-539, so please be sure the address will be current for several months.</td>
</tr>
<tr>
<td>Form I-20</td>
<td>The original I-20 will be generated by OISP, signed by applicant, signed by the advisor on the first and third pages, and sent with the application. Applicants are advised to retain a copy of the I-20.</td>
</tr>
<tr>
<td>Financial statements</td>
<td>Official statements demonstrating sufficient funding for F-1 studies must be less than six months old. (See OISP’s Financial Statement for F-1 Visa form at <a href="http://bit.ly/1eTsE9M">http://bit.ly/1eTsE9M</a> for funding minimums.)</td>
</tr>
<tr>
<td>Copies of passport, visa and I-94</td>
<td>The electronic I-94 records can be printed from <a href="https://i94.cbp.dhs.gov">https://i94.cbp.dhs.gov</a>.</td>
</tr>
<tr>
<td>Application fee</td>
<td>The $290 USCIS application may be paid in the form of a check or money order made out to USCIS.</td>
</tr>
<tr>
<td>Form G-1145</td>
<td>Available at <a href="http://www.uscis.gov/files/form/g-1145.pdf">http://www.uscis.gov/files/form/g-1145.pdf</a>. Submit with application to receive e-mail and/or text notification when the application is received. The notification will include the application’s receipt number.</td>
</tr>
<tr>
<td>Cover letter</td>
<td>Written statement explaining your situation and why you failed to maintain valid F-1 status.</td>
</tr>
<tr>
<td>Copies of previously issued I-20s</td>
<td>Include copies of all I-20s received in the past for USCIS to review. Be sure to retain copies of all I-20s.</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Transcript from Franklin University and any other U.S. school attended should be included to demonstrate whether status was maintained.</td>
</tr>
</tbody>
</table>

What Happens Next?
The applicant will be notified by USCIS when the application is received and when it is processed. Applicants may receive a Request For Evidence (RFE) from USCIS; if so, contact OISP for guidance on responding. Responses not received before the stated RFE deadline will result in a denial of reinstatement. Applicants are responsible for notifying OISP of USCIS’s decision about the reinstatement and are required to maintain enrollment in classes. Failure to maintain enrollment can result in termination of the F-1 status. Terminations and reinstatement can impact F-1 benefits, such as work authorization; consult OISP for more information.

Mailing Instructions
We recommend to use services with the possibility to track mail in order to have proof of your submission. The package must arrive at the US Citizenship and Immigration Services (USCIS) center less than 30 days after the I-20 is generated and signed; if not, the application will be denied.

All Ohio applicants should mail their application package to the USCIS Dallas Lockbox facility.

**For U.S. Postal Service:**
USCIS
P.O. Box 660166
Dallas, TX 75266

**For Express mail and courier deliveries:**
USCIS
ATTN: I-539
2501 S. State Highway 121
Business Suite 400
Lewisville, TX 75067

Please note that these information are subject to change. You can verify addresses at [https://www.uscis.gov/i-539-addresses](https://www.uscis.gov/i-539-addresses).