

## How to Apply for Reinstatement

**Make an appointment with the International Programs and Global Partnership staff immediately if you are terminated.**

You - the student - need to do **ALL** of the following steps. The International Programs and Global Partnership staff cannot do this for you.

The instructions below are for physically mailing your application for reinstatement.

- Please IMMEDIATELY make an appointment with the International Programs and Global Partnership Office by calling 313-496-2550. The following documents are what you will need to apply for reinstatement:
  1. Check or money order, payable to Department of Homeland Security (\$290)
  2. I-94 PRINT-OUT ( <https://i94.cbp.dhs.gov/i94/>) (original) (be sure to make a copy of the front & back of the card for yourself to keep) except for Canadian students.
  3. A personal letter requesting reinstatement, written by you, explaining why you fell out of status and why the circumstances were beyond your control and requesting reinstatement (original; be sure to sign the letter)
  4. Form I-539: <https://www.uscis.gov/sites/default/files/files/form/i-539.pdf> YOU fill this form online, print it out, sign it and write "**REINSTATEMENT**" IN RED AT THE TOP OF THE FORM  
(on part 2, Question 1c, check "reinstatement to student status"; on part 3, question #1, write "D/S", or fill in the completion date of your program)
  5. A new original F-1 I-20 issued for reinstatement – get this from the DSO at the International Programs and Global Partnership Office - you sign and date, and DSO will sign and date.
  6. SEVIS Fee Payment Receipt (required if you have been "out of status" more than 5 months)  
<https://fmjfee.com/>
  7. Copy of your passport, visa, and I-94
  8. Proof (bank statement) of financial support (original or photocopy) – showing one year of tuition, fees, expenses
  9. Copy of academic transcripts (this can be an unofficial copy)
  10. Copies of all previously issued I-20's (photocopies) (The International Programs and Global Partnerships can assist with this but you need to make an appointment and allow at least 24 hours.
  11. Your dependent's documentation (if applicable – passport, I-20, I-94) (photocopies)
- Be sure to make copies of everything for yourself.
- MAILING OPTION TO MAIL APPLICATION AND DOCUMENTS:  
Buy a large mailing envelope, put all of the above documents in it, and take it to a U.S. Post Office. Tell the Post Office you need to send this overnight delivery, certified mail, return receipt requested.

Mailing Option and address can be found in the most recent filing instructions at [www.uscis.gov](http://www.uscis.gov).

## Personal Letter

A strong letter should establish convincingly why you are out of status by specifically stating the violation, and the reason(s) you are in violation. State how failure to receive reinstatement approval will affect you.

If you have dependents in the US, you must also include them in the application since a violation of your F-1 status affects your dependent family members as well.

## If Approved

If your request for reinstatement is approved, the USCIS officer will stamp your I-20 to indicate that you have been reinstated and return it. Once the reinstatement is approved, you are once again eligible for the benefits of F-1 status. If the application is denied, you will be notified and required to leave the US.

## Special Considerations

Processing times for reinstatement applications vary; however, it may take as long as 6 months for the application to be adjudicated. Although You May Continue To Study While The Application Is Pending (In Fact, You Are Required To Register Full-Time During This Period.), you will not be eligible for any type of employment until the reinstatement is approved.

## Pending Reinstatement

**You are not in legal F-1 status until your application for reinstatement is approved.**

### » School Attendance

**KEEP GOING TO CLASSES!** Keep registering for at least 12 semester credit hours. An applicant for reinstatement to F-1 status must maintain full-time academic enrollment while the application is pending.

### » Employment Benefits

**NO CPT OR OPT ALLOWED WHILE WAITING FOR REINSTATEMENT.** No F-1 employment benefits are available until the reinstatement is approved;

### » Travel

You should not travel outside the U.S. during the reinstatement period because you may not be able to get back in – remember that your current I-20 is terminated and not valid anymore.

**HOWEVER**, as an alternative to applying for reinstatement in the U.S., you may opt to travel and re-enter the U.S. using a new “initial attendance” I-20. **YOU WOULD HAVE TO LEAVE THE U.S. AND RE-ENTER WITH YOUR NEW I-20. YOU WOULD HAVE TO PAY THE I-901 SEVIS FEE OF \$200.** Please note that this type of travel can restrict your eligibility for practical training. Please consult with the International Student & Scholar Center to discuss this option further. There is some risk that, if you go to Canada or Mexico, the border agent will not let you back into the U.S. For that reason we cannot

## Alternative to Reinstatement - Get a new, Initial I-20 From International Programs and Global Partnerships Office

You also have the option of traveling to regain status instead of applying for reinstatement. When you travel outside the U.S. to regain status, you are issued a new I-20 for "Initial attendance" with a new SEVIS ID number. You then leave the US and re-enter using the new I-20. When you enter the US and receive an I-94 marked "F-1 D/S", you will once again be in valid F-1 status. **YOU WOULD HAVE TO PAY THE I-901 SEVIS FEE OF \$200** at <https://fmjfee.com/>

However, if you choose to travel to regain status, you will **forfeit any time you have accrued toward practical training eligibility**. You will need to be registered for one academic year in order to qualify for practical training. Please consult with the International Programs and Global Partnerships Office to discuss this option further. There is some risk that, if you go to Canada or Mexico, the border agent will not let you back into the U.S. For that reason **we cannot recommend that you go to Canada or Mexico**.