Procedure for Reinstatement of Student Status

If you have failed to maintain status you may request for the Department of Homeland Security (DHS)/United States Citizenship and Immigration Services (USCIS) to "reinstate" your F-1 status. You must prove the following:

- You have not been out of status for more than five months. If the violation occurred more than five months ago, you would need to prove that there were exceptional circumstances that prevented you from filing prior to five months. *After five months, you may also be required to pay an additional SEVIS fee (not listed in template letter).*
- You do not have a record of repeat violations.
- You are or will be pursuing a full course of study for the next available term. You must be able to register full-time; therefore, there should not be circumstances that would prevent you from registering such as academic suspension/probation, holds, etc.
- You have not engaged in unauthorized employment.
- You are not deportable on any grounds other than the F-1 status violation.
- The F-1 status violation resulted from circumstances beyond your control.

An F-1 student applying for reinstatement must compile the following:

- ☐ Completed Form I-539 (https://www.uscis.gov/forms - Click on "I-539") with "REINSTATEMENT" written on top of document
- ☐ SEVIS I-20 (to be completed by the International Student Advisor at your reinstatement appointment)
- ☐ I-94 Record (print at https://i94.cbp.dhs.gov)
- ☐ Proof of Finances covering a minimum of one year of study in your program at NSU
- ☐ Official transcript demonstrating enrollment in next term
- ☐ Personal Statement outlining facts which resulted in your status violation (see template on second page)
- ☐ Copy of passport that must be valid for at least six more months
- ☐ Check or money order for current I-539 filing fee, payable to the "U.S. Department of Homeland Security" (refer to https://www.uscis.gov/forms and click on "I-539" for current filing fee.)

Remember: You also have the option of returning to your home country to have this procedure completed with a much faster turnaround time.

Please be advised that you <u>cannot</u> travel outside the United States while your reinstatement is in process.

The United States Citizenship and Immigration Services (USCIS) has the final determination regarding your reinstatement process. The Office of International Affairs has no control over the length of processing time or final outcome.

_____   _____
Student Name   NSU N#

_____   _____
Student Signature   Date

Your reasons must be documented to explain how your F-1 status violation resulted from circumstances beyond your control. The letter below is only a "template" to help you write up your individual circumstances. You may also wish to include any reason that failure to maintain status would cause some extreme hardship to you. Note the areas in *[brackets and italicized]* must be tailored to fit your current situation.

[Date]

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

To Whom It May Concern:

I am a student requesting reinstatement to F-1 student status. I *[plan to enroll/or am currently enrolled]* at Nova Southeastern University for full-time study during the *[Fall/Spring/Summer]* semester.

I realize that I have failed to maintain my full-time F-1 student status and would like to explain the circumstances, beyond my control, which prevented me from maintaining full-time enrollment last semester.

[Explanation of Circumstances]:
_____
_____.

I would like to state that I have not been employed during this time, as I do not have authorization to do so.

Your consideration of my request for reinstatement will be greatly appreciated. I would very much like to continue my education in the United States and complete my degree in *[major]*.

I am enclosing with this letter:
- Form I-539
- Filing Fee of *[current fee – see www.uscis.gov/i-539]*
- Copy of I-20 for Reinstatement
- Copies of immigration documents *[for me and my F-2 dependents]*: I-94 record, previous I-20, passport
- Evidence/documents to support my case
- Financial Documents to prove I have sufficient funding to study at NSU
- NSU transcript showing full-time enrollment

Sincerely,

[name]
[signature]