

Reinstatement

Note: All information is subject to change without notice.

Violation of student status makes you illegal and may lead to removal from the United States.

There are two ways you may possibly regain your F-1 status:

- ****USCIS.** You may request United States Citizenship and Immigration Services (USCIS) to re-establish your F-1 status through filing for reinstatement ([Form I-539](#)).
- **Travel.** It may be possible to regain your status by leaving the U.S. and reentering on a new I-20. Talk to your DSO before making your decision.

USCIS Reinstatement

Processing Time

Reinstatement normally takes a minimum of 60 days to receive a response. There is no maximum amount of time, and could take more than 6 months to get an answer.

Reinstatement Eligibility:

You may file for Reinstatement if you meet the following criteria:

1. The violation resulted from one of the following:
 - a. Circumstances beyond your control, or
 - b. Failure to apply in a timely fashion for a reduced course load authorization from your International Student Adviser/ DSO.
2. You have been out of status for less than 5 months.
3. You have not engaged in unauthorized employment.

Reinstatement Procedure

As soon as you find out that you are out of status, contact your DSO immediately. You may need 2 appointments to process a reinstatement. The first appointment will go over the implications of your status and ask questions. The second appointment will go over your documents before you mail them to USCIS.

Please bring all your documents to the second appointment. When the appointment is done, you should be able to mail off your application to USCIS.

Note: This can be done in one appointment if all documents are brought to the first appointment.

Full-Time Study

You are required to enroll in a full course of study while pending reinstatement.

While a request for reinstatement is pending with USCIS, the student:

1. Can and should continue a full-time program of study at the school where they are enrolled
2. Must comply with all the requirements for maintaining student status
3. Should not travel outside the United States, as doing so will be considered an abandonment of the pending reinstatement application. If the student decides to do so, he or she will have to reenter on a new, initial attendance Form I-20 as well as pay the SEVIS fee
4. Cannot work on or off campus

Document Checklist:

- Complete and sign [Form I-539](#)– the PDF form can be downloaded from the USCIS website.
- A check or money order for \$370.00 payable to “U.S. Department of Homeland Security” for USCIS filing fee.
- Photocopies of all previously issued I-20s.
- Photocopy of new Reinstatement I-20 signed by DSO.
- Original I-94 (the white card stapled inside your passport) or I-94 printout obtained from <https://i94.cbp.dhs.gov/i94/>
- Copy of passport and visa.
- Transcripts from all schools attended in the U.S.
- Evidence of financial support (several months’ worth of bank statements is recommended).
- Typed personal letter to USCIS explaining the following:
 1. Why you are out of status (specify the violation), and how it resulted from circumstances beyond your control,
 2. A statement that you are currently pursuing a full course of study at Contra Costa College (CCC),
 3. How failure to be reinstated would result in extreme hardship, and
 4. Specifically request that USCIS reinstate your F-1 student status.

EXAMPLE LETTER:

Date

To whom it may concern:

I (state your name) am applying for reinstatement because I (state your violation) during the (state the semester) semester. This happened because (provide reason especially emphasizing any circumstances beyond your control). I am taking full-time units this semester (or always have taken full-time units) (or plan to be full-time next semester). Since I have been in the U.S., I have not engaged in any kind of unauthorized employment.

If I am not reinstated, it I will result in extreme hardship because (list reason/s).

Please reinstate my F-1 student status.

Sincerely,

(Your Name)

- Evidence to support the reason you went out of status.
- Complete [G-1145 Form](#) (optional; it signs you up for email/text message notification of your application's arrival at USCIS).

- Note:* Students who have been out of status for more than 5 months will also have to pay a new SEVIS I-901 fee, and include proof of payment with their recertification application. Students who have been out of status for less than 5 months do not have to pay a new SEVIS I-901 fee.

- ❖ *Keep a copy of your entire application for your records. If you choose the paper application option, it is recommended that you send your application by certified mail, return receipt requested.*

MAIL YOUR APPLICATION PACKET

****You are responsible for mailing your application packet to one of the addresses below:**

If using U.S. Postal Service (USPS)	If using Express Service or Courier Mail (USPS, UPS, DHL, FedEx)
USCIS P.O. Box 660166 Dallas, TX 75266	USCIS ATTN: I-539 2501 S. State Highway 121 Business Suite 400 Lewisville, TX 75067

Traveling

Do not leave the U.S. while you have a pending application for reinstatement or your application will be denied. You may choose to travel home and not apply for reinstatement. If you want to continue your studies, you may want to consider choosing to travel home and reenter the U.S. on a new I-20. This will require a new SEVIS I-901 fee payment. It may also require a new visa.

Reinstatement Notifications

All notification will be mailed to the address on the top of your Form I-539 application.

- The International Student Office (ISO) may receive an email from USCIS. You will be notified by phone or email of the decision.
- If approved, the International Student Office (ISO) must receive a copy of the I-20 and I-94 card stamped with the approval.

- You may receive an RFE (request for evidence). This is a time sensitive document that will require you to submit more evidence to support your application. The letter will list the documents that you need to submit and it will give you a due date. If you miss this date, your application will be denied. Please contact us immediately if you get this so that we can help you collect the documents.

If Denied

Your application can be denied. The following are some of the effects of denial:

- The visa that you used to enter the U.S. will no longer be valid.
- You be permanently limited to applying for U.S. nonimmigrant visas in your country of citizenship or permanent residency.
- There is no grace period to leave the U.S. You will need to leave immediately. You will begin accumulating days of “unlawful presence.” If you accumulate more than 180 days, you will be barred from returning to the U.S. for 3 years. If you accumulate more than this, you could be barred for 10 years or even permanently barred from returning to the U.S.
- After leaving the U.S. in a timely manner you may, providing you have a valid visa, reenter the U.S. with a new I-20. (Remember you will have to pay a new SEVIS I-901 fee).
- You may to withdraw from your classes and may have to pay for them depending on the withdrawal date.

Reinstatement through TRAVEL (New I-20)

- 1) Complete CCC Out-of-Status Application for NEW I-20.
- 2) Submit updated bank statement.
- 3) Submit application payment with application fee form.
- 4) Once you receive the new I-20, you must pay the new SEVIS I-901 fee.
 - a. Keep the receipt for your records.
- 5) You may need to get a new visa. Please visit www.usembassy.gov for more information.
- 6) Reenter with new I-20.
 - a. Once you reenter, you will then receive F-1 status again.
 - b. Please note: it is not a guarantee that you may be granted reentry and make have to leave back to your home country.