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ISSI form 214: Reinstatement guide and checklist

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Reinstatement Guide & Checklist: ISSI Form 214

ABOUT REINSTATEMENT

What Happens when an F-1 Student falls ‘Out of Status?’

A student in F-1 visa status who has been informed verbally or by email that he or she is ‘out of status’ will need to schedule an appointment with the ISSI Advisor responsible for processing requests for reinstatements by calling 617-373-2310.

An F-1 student may fall “out of status” for various reasons, such as letting the program end date on the I-20 expire without renewal in a timely manner; taking too many on-line courses; working without authorization; taking a leave from school without permission from his or her college or the ISSI; not registering for a Summer term that is required for completion of studies, or not making continuous progress towards the degree, as well as other reasons. A student who is “out of status” will have his or her SEVIS record ‘terminated.’ An email notification will be sent to that student. A student may seek to be reinstated to F-1 status provided that he or she is academically and financially qualified to continue in and/or complete the degree program to which he or she was accepted.

Ways to Seek Reinstatement

In order to resume studies in the proper F-1 status, a student must seek reinstatement and regain status. A student may be reinstated in two ways:

(1) Leave the U.S. within 15 days of termination and seeking re-entry to the U.S. by readmission, i.e., obtaining the proper documentation and forms to be readmitted and submit them to the college. A new I-20 will be issued at the ISSI for this purpose once the I-20 request is received from Admissions. A new SEVIS record will be created for this purpose. The student will obtain a new visa from U.S. Embassy in his/her home country, pay the SEVIS fee again, and re-enter the U.S. for the next possible term. If a student is re-entering for the last term, that student may lose eligibility for obtaining Post-Completion Optional Practical Training after graduation.

(2) Remain in the U.S. and filing an application with the U.S. Citizenship and Immigration Services (USCIS) for reinstatement. The student must work with the college Academic Advisor to rectifying the errors that have caused him or her to fall “out of status.” If a student is withdrawn for financial reasons from the University, the student must pay his debts in order to be permitted to continue full-time enrollment. Last, but not least, the student must make an appointment with the ISSI Advisor responsible for advising and assisting with reinstatement applications. The student must follow the required procedures and mail out the reinstatement application to USCIS once it is completed with the necessary documentation, recommendations and filing fee.

Are you “out of status” and can you seek reinstatement within the U.S.?

If you are seeking reinstatement and have not violated any one of the following criteria, you may be able to remain in the U.S. and apply for reinstatement to F-1 student status at the discretion of the ISSI Advisor responsible for handling reinstatement applications:

- You have not been ‘out of status’ for more than 5 months.
- You do not have a record of willful or repeated violations.
- You are enrolled in *or* have intentions of pursuing a full course of study.
- You have not engaged in unauthorized employment.
- To the best of your knowledge, you are not removable by the U.S. Citizenship and Immigration Services (USCIS) on other grounds.

What to do to seek reinstatement within the U.S.

A student seeking reinstatement within the U.S., should come to the International Student and Scholar Institute (ISSI) or call 617-373-2310 for an appointment with the ISSI Advisor. He or she will have to explain the reasons for falling “out of status.” The ISSI Advisor will determine if reinstatement within the U.S. is possible. If so, the Advisor will ask you to download, complete and assemble the documentation listed below.

Forms to prepare if reinstatement within the U.S. is appropriate

Step 1

If the ISSI Advisor determines that you can apply for reinstatement, you will need to assemble the following documentation. Please note that all ISSI forms listed below can be downloaded from: <http://www.northeastern.edu/issi/immigration/forms.html>

- 1) ISSI Form 133 – Certificate of Program Completion (endorsed by Academic Advisor and /or SEVIS contact)
OR ISSI Form 129 - Certification of Program Extension for International Students (endorsed by Academic Advisor and /or SEVIS contact)
- 2) ISSI Form 122 – Request for SEVIS I-20 /DS2019
- 3) Letter of support for reinstatement from the Academic Advisor or Dean
- 4) Prepare a draft of your letter to USCIS saved on a flash drive. The letter you write requesting reinstatement should address the following:
 - a) Mention when you first came to the U.S. on F-1 student status and/or if you have been enrolled full-time at another institution
 - b) Mention why you are ‘out of status,’ indicate all reasons, and when you fell ‘out of status’
 - c) Explain any circumstances beyond your control that may have caused you to fall ‘out of status’
 - d) Discuss effect on you if you do not receive reinstatement
 - e) Indicate if you are currently pursuing a full course of study
 - f) Specifically request that you be reinstated

All letters addressed to the USCIS should follow the format below:

(Date)

**USCIS Vermont Service Center
ATTN:I-539
75 Lower Weldon Street
Saint Albans, VT 05479-0001**

RE: Request for Reinstatement to F-1 Student Status; SEVIS ID No.

Dear Sir or Madam:

(Body of letter here)

**Sincerely yours,
(Your signature)**

(Your name)

Step 2

Bring the above-listed documentation with the draft of your letter to your appointment with the ISSI Advisor. At your appointment, corrections will be made to your letter, the Advisor will review the forms you bring, and issue you a new I-20 for Reinstatement. At that time, the ISSI Advisor will determine how much you will need to show for evidence of financial support. You will need to bring the financial documentation and any other documentation to a final appointment.

Step 3

Forms that need to be prepared, copied, reviewed and assembled with ISSI Advisor for mailing to USCIS:

The United States Citizenship and Immigration Services (USCIS) will require:

- 1) Letter written by you requesting reinstatement that was reviewed by ISSI Advisor
- 2) Form G-1145 available at: <http://www.uscis.gov/files/form/g-1145.pdf>
- 3) Form I-539 available at:
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=94d12c1a6855d010VgnVCM10000048f3d6a1RCRD&vgnnextchannel=db029c7755cb9010VgnVCM10000045f3d6a1RCRD>
- 4) \$290. filing fee in the form of a personal check *or* money order payable to 'U.S. Department of Homeland Security'
- 5) Original Form I-94 (white card in passport)
- 6) Financial documentation (originals)
- 7) Reinstatement I-20 to be provided by ISSI Advisor
- 8) Copies of all previous I-20s (copy pages 1 and 3 of all I-20s)
- 9) Copy of data pages and visa stamps in passport(s) (Copy the same if you have another passport with your first F-1 visa stamp)
- 10) Letter of support from Academic Advisor or Dean on college letterhead
- 11) Letter of Support for reinstatement to be provided by the ISSI Advisor
- 12) Official transcript from Registrar's Office
- 13) Other _____

Step 4

Where to send your Reinstatement application

Once all required forms, documentation and filing fee are assembled, mail the application by regular postal service, Return Receipt Requested, to one of the following Lockbox facilities:

(For U.S. Postal Service):

USCIS
P.O. Box 660166
Dallas, TX 75266

OR

(For express mail & courier deliveries):

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

More Information on Reinstatement

When will you hear from USCIS?

Once your application for reinstatement has been received at USCIS, you will receive a notification with a tracking number within 15 days.

Please keep the ISSI and USCIS informed of any change of local address. If USCIS sends you a Request for Further Evidence and asks you to submit more documentation, please contact the ISSI Advisor immediately.

Do not leave the U.S. while your application is pending. Reinstatement processing can take anywhere from 2 weeks to 6 months to be adjudicated.

What happens if reinstatement is approved?

The ISSI Advisor will be informed by email whether or not your reinstatement application has been approved or denied. If reinstatement is approved, the ISSI Advisor will inform you within 2 to 3 days. The Advisor will update your new SEVIS record and issue you a 'continued attendance' I-20 and inform you by email when to come and pick it up. USCIS will mail you the reinstatement I-20 and the I-94 with the confirmation of the reinstatement written on the back of each form. You should bring the forms you receive from USCIS to the ISSI to be copied.

Be sure to keep all of your I-20s and other immigration documents in a safe place.

What if reinstatement is denied?

A student who is denied reinstatement will have to exit the U.S. and seek reinstatement by re-entry to the U.S. described on the first page of this Reinstatement Guide and Checklist. For detailed information, see the ISSI Advisor responsible for reinstatements.



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