

REINSTATEMENT TO LEGAL (ACTIVE) F-1 STATUS

BASIC DESCRIPTION: Reinstatement is required if you have violated your full-time student status. Violation of your student status will cause you to accrue unlawful presence within the U.S. and may lead to your removal. If you can prove that your violation was outside of your control and that it will cause an extreme economic hardship if you are not granted a favorable response, then there is a chance of being reinstated. It will take anywhere between four to eight months, if not longer, to receive a response from USCIS and during this time you have to remain enrolled at UH full-time and you are not allowed to do any work on or off campus. If you are denied reinstatement, you may have to leave the U.S., but you could still be eligible to travel with an “initial attendance” I-20, a valid F-1 visa, and your passport. In some cases, students may prefer to travel and not apply for reinstatement as long as the violation does not exceed 180 days. If you want to consider traveling, more details can be covered at the time of your appointment with an ISSSO Counselor.

APPOINTMENT CHECKLIST:

- I-20's from all institutions attended in the U.S., passport, I-94, and any documentation received from USCIS.
- Complete the I-539 (Add the I-539A for any dependent that is included in your application). All required forms, including I-539, I-539A, and G-1145 can be downloaded at: <https://www.uscis.gov/i-539>.
- Personal letter to USCIS describing your violation and what caused it. You must state: **(1)** how your violation of status resulted from circumstances beyond your control and that failure to be reinstated would result in extreme economic hardship, **(2)** your filing for reinstatement is your immediate action (within 5 months from when the violation occurring), and **(3)** you are currently pursuing or intend to pursue a full course of study at UH. Make sure you put a date on the letter, address to “USCIS officer, put your name, and sign it. See the “Additional Information” section for more on what to include.
- Evidence of financial support.** Examples:
 - **On-Campus Assistantship Positions:** Complete an Assistantship and Fellowship/Scholarship Verification form (available here: <https://uh.edu/oisss/resources/forms-and-publications/>). Note: You cannot work while out of status.
 - **Funds from a sponsor or personal account:** Bring a current bank statement or a letter on official bank letterhead not older than 2 months. If your sponsor is not your parent and is either a U.S. citizen or permanent resident, he/she will need to complete form I-134 Affidavit of Support. This form can be downloaded at: <https://www.uscis.gov/i-134>.
 - **Scholarships:** Verified with a letter from your college or supplying agency. It should also state if you are eligible for resident tuition.
- Please black out any Social Security Number(s) and bank account number(s) on all documents.**
- Official transcripts from all academic institutions that you attended in the U.S.
- A check or money order payable to U.S. Department of Homeland Security for \$370 (filing fee) and \$85 (biometrics). **(Add an additional \$85 biometric fee for each additional dependent).** You can also pay by credit card using form G-1450, which is found here: <https://www.uscis.gov/g-1450>
- Pay a SEVIS fee of \$350 if your violation is older than 5 months.** Print the I-901 receipt verifying payment. The website for paying the SEVIS fee is: www.FMJfee.com.

MAILING CHECKLIST (*Send the application through certified mail with a return receipt or with delivery confirmation*):

- Personal letter requesting reinstatement.
- Letter from ISSSO Counselor and a letter from prior school if violation did not occur at UH.
- Completed and signed Form I-539 and any I-539A's.
- Completed form G-1145.
- Copies of all previous I-20's.
- Transcripts from all schools attended in the U.S.
- The new I-20 that will be issued by ISSSO recommending “Reinstatement.”
- Proof of financial support. If the monies are from a foreign bank, they must state U.S. dollars or you can provide a printout from a currency exchange rate converter on the internet.
- Copy of passport that is still valid for 6 months into the future and copy of the most recent visa page.
- I-94 card or print out from www.cbp.gov/i94
- Receipt of SEVIS fee of \$350 (if applicable).
- Required payment to the U.S. Department of Homeland Security for \$370 (filing fee) and \$85 (biometrics). **(Add an additional \$85 biometric fee for each additional dependent).**
- ONLINE FILING NOTE:** You can and should file your application online with USCIS if you are the only applicant. If you file by paper, you will receive an additional notice to create your USCIS online account for your application. This is recommended to do as it will provide you access to your application status and any notices you may have missed.

Additional Information

This information is taken from prior requests that USCIS has provided to students. It is good to answer the questions below as this is what USCIS will look for in a letter from you and from the school. Include any documentary evidence you believe will support your claims. Written statement or unsworn affidavits alone are not sufficient.

Your Chronological History

Please write a detailed explanation of your activities since arriving to the U.S. This explanation should be presented in order of dates that it happened. Use exact dates. The information you provide should answer the following questions:

- On what date did you fail to maintain your F-1 status?
- On what date did you realize you were no longer in valid F-1 status?
- On what date did you contact your DSO to resolve the problem?
- Provide an explanation of the events that led up to your failure to maintain F-1 status.
- Provide an explanation regarding why your loss of F-1 status is due to circumstances beyond your control.
- Provide a statement detailing how a denial of your request for reinstatement to F-1 status would result in extreme hardship to yourself.
- Provide a yes or no respond regarding whether you are currently attending classes.

DSO Statement – Prior School (If the violation was at a Prior school)

Please submit a letter from the DSO on official school letterhead. The letter should include the following items as shown below. If the statement is from a prior school, make sure that you turn it in to the ISSSO Counselor.

- A chronological explanation, listing details and exact dates, of the events that led up to the student's failure to maintain status.
- Date student failed to maintain status.
- Date DSO became aware of student's failure to maintain status.
- Date student first contacted the DSO to resolve the issue.

DSO Statement – Current School

Please submit a letter from the DSO on official school letterhead. The letter should include the following items as shown below.

- A chronological explanation, listing details and exact dates, of the events that led up to the student's failure to maintain status.
- Reason(s) why the student is being recommended for reinstatement.
- Date student failed to maintain status.
- Date DSO became aware that the student had failed to maintain status.
- Date student first contacted the DSO to resolve the issue.
- Whether the student is currently attending classes full-time.
- Whether the student is making satisfactory progress in his/her course of study?

Student Acknowledgement of Understanding for Reinstatement to Legal F-1 Status

STUDENT: Due to the violation of your F-1 status, you are required to apply for reinstatement of your F-1 status to continue your degree program at the University of Houston. Please make a carefully informed decision and write your initials next to each applicable statement.

STUDENT ACKNOWLEDGEMENT:

[1] For student choosing to apply for Reinstatement to legal F-1 status:

Initial: _____ I acknowledge that violation of my F-1 status makes me illegally present in the United States. Adjudication of my application for Reinstatement may take four months or longer, and I may or may not be granted reinstatement by USCIS.

Initial: _____ While my application for Reinstatement is pending, I understand that I am required to maintain a full course of study at the University of Houston.

Initial: _____ I understand that I may be required to leave the U.S. if my application for Reinstatement is denied.

Initial: _____ I understand that I may not work on campus or off campus until reinstated to legal F-1 status.

[2] For student choosing to Travel instead of applying for Reinstatement:

Initial: _____ I acknowledge that violation of my F-1 status makes me illegally present in the U.S. By choosing to travel and return with an "initial attendance" I-20, a valid visa, and passport, I accept the possible risk that I might be denied re-entry by the officer at the Port of Entry.

Initial: _____ I understand that I must pay the I-901 fee again for the new initial form I-20.

Print Family Name (Last name): _____ Print First name: _____

Peoplesoft ID#: _____ Signature: _____ Date: _____