



# COPPIN STATE UNIVERSITY

Division of Student Affairs  
Office of International Student Services

## REINSTATEMENT PROCEDURES

### Some instances where you must apply to the United States Citizenship and Immigration Services (USCIS) for reinstatement to F-1 student status:

- Failure to attend the school you were authorized by the USCIS to attend;
- Taking a reduced course load without permission from the Designated School Official (DSO);
- Failure to enroll for any given academic term (excluding summer sessions);
- Failure to obtain a program extension prior to the program end date on your I-20; or
- Violation of any other immigration regulations.

### Conditions for Approval of Reinstatement:

- The student has not been out of status for more than 5 months prior to filing for reinstatement (unless s/he can show that there were exceptional circumstances that prevented the student from filing during the 5-month period.)
- The student does not have a record of repeated violations.
- The student is pursuing, or will in the next available term be pursuing, a full course of study.
- The student has not engaged in unauthorized employment.
- The student is not deportable on any grounds other than the status violation for which reinstatement is being requested.
- The status violation resulted from either:
  - Circumstances beyond the student's control; or
  - Failure to apply in a timely fashion for a reduced course load authorization from the DSO, but only if the violation relates to something that would have been within the DSO's authority to have approved, if it had been timely done, and that the student would experience extreme hardship if the application were not approved.

### What will I need to do if I have failed to maintain status?

See the DSO with your passport and I-20. Discuss your situation with the DSO and get her advice about applying for reinstatement. Currently a denial will have the effect of subjecting the student to two penalty provisions in the Immigration and Nationality Act: INA 222(g) over-stay and visa cancellation and INA 212(a)(9)(B) unlawful presence. Additionally, whether an application is approved or denied, the student should realize that there is an official record of a violation of status on the student's immigration record. Status violations can have future impact on eligibility for immigration benefits such as adjustment of status for permanent residency.

### What do I need to submit to the DSO?

- Completed Form I-539, Application to Extend/Change Immigration Status with **completed mailing label**;
- Check or money order made payable to "Department of Homeland Security" (see website for current fee information);
- Original** I-94 card or I-797 showing F-1 status;
- Copies of **all** I-20 forms issued to you;
- Copies of **all** transcripts from schools student has attended in the United States;
- Copy of entire passport;
- Copy of new financial documentation;
- A letter to USCIS requesting reinstatement (see sample letter)
- Any other documentation that might help establish the nature of the violation, and documentation that the violation occurred less than 5 months ago, and that you are pursuing a full course of study.

### Then what happens?

The DSO will generate a new SEVIS I-20 with DSO's recommendation for reinstatement and a letter recommending reinstatement. She will compile all the documents into a packet and mail it to the appropriate USCIS office.

## What will the USCIS do?

- If reinstatement is authorized, the USCIS will send you or your DSO the adjudicated I-20, and update your status in SEVIS. The DSO will notify you of receipt.
- If reinstatement is denied, the USCIS will give you a voluntary departure date.

Please keep in mind that while your application for reinstatement is being processed, you are not eligible for any of the privileges afforded to F-1 visa holders (e.g. curricular practical training or on-campus employment).

## SAMPLE LETTER- REINSTATEMENT TO F-1 STATUS

Mr. International Student  
2500 W. North Avenue  
Baltimore, Maryland 21212

October 27, 2010

USCIS  
2795 Prosperity Avenue  
Fairfax, Virginia 22031

Dear Examiner,

Please review the circumstances surrounding my petition for reinstatement of my F-1 status.

<Explain how you fell out of status and how the circumstances were beyond your control, or related to a reduction in course load that would have been within the DSO's power to authorize.>

<Explain how you have continued to maintain your good F-1 status up until this event, and how the event occurred less than 5 months ago.>

<Explain how a denial will cause you great hardship, and the importance of obtaining the degree you are seeking/ how your course of study will help you academically or professionally after you leave the United States. >

Thank you for your kind consideration of my application.

Sincerely,

*International Student*

International Student