



This handout should *only be used as a guide* to apply for reinstatement of your F-1 student status from the U.S. Citizenship and Immigration Services (USCIS).

If you have violated the terms and conditions of your F-1 student status, you may make a reinstatement request to USCIS. You will only be considered for reinstatement as an F-1 student if you establish to the satisfaction of USCIS the following:

- The violation of status was due solely to circumstances beyond your control or that failure to reinstate you would result in extreme hardship;
- You are pursuing or will pursue a full course of study;
- You have not been employed without authorization; and
- You are not in removal proceedings

ALL individuals applying for reinstatement to F-1 student status **MUST** first meet the following requirements:

- ✓ **MUST** be a DePaul University student in a degree program or the English Language Academy (ELA)
- ✓ **MUST** have an original DePaul University SEVIS I-20 document
- ✓ **MUST** have original, current financial documents verifying availability of adequate funds to cover tuition and living expenses. Bank letters and/or statements must not be older than 6 months.

To apply for reinstatement to F-1 student status you **MUST** submit the following documents to USCIS:

- ☐ **Cover letter** from the Office for International Students and Scholars
- ☐ Original SEVIS I-20 from DePaul University (signed by you in Item # 11). Item # 3 should indicate "Reinstatement"
- ☐ Original I-94 card (make a photocopy of the front and back of the card for your records)
- ☐ Proof of current registration.
- ☐ A **completed Form I-539** (attached). If you have any dependents, you must also complete the supplement page. As USCIS may send their response back to the address listed on the I-539, please make sure the address used will be valid for the next 3 months. You may also download the fillable Form I-539 from the USCIS website at <http://uscis.gov>
- ☐ **SEVIS fee receipt** (if applicable). In some cases, a student who is issued an initial Form I-20 on or after September 1, 2004, will be required to show proof of payment of the \$200 SEVIS fee upon submission of a Reinstatement application. For more information, visit <https://www.fmjfee.com/index.jhtml>. You may also discuss the applicability of this fee to your individual case when you meet with an OISS advisor during a Reinstatement Information Session.
- ☐ A cashier's check or money order payable to DHS for **\$290.00** (NO PERSONAL CHECKS).
- ☐ A **letter of explanation** as to why you violated the terms of your non-immigrant status, and why failure to receive an approval of your application for reinstatement would cause you undue hardship. Your letter should be brief and to the point.
- ☐ CLEAR copy of **financial documents** verifying that you have adequate funds to cover your study and living expenses.

- ❑ CLEAR copy of pages containing the following in **your passport**: name, bio-data, photograph, passport number and expiration date, and most recently issued visa (if any). **Do not send your original passport.**
- ❑ You should mail your application to the following address:

USCIS
P.O. Box 660166
Dallas, TX 75266

We recommend that you make a copy of your entire application for your own records. The nearest post office to the Loop campus is located at 211 S. Clark. **Please request that your application be sent via certified mail and bring a copy of the certified mail receipt to the OISS.** You may also use the receipt number to assure submission of application by checking the shipping status on the USPS "Track & Confirm" online system: <http://www.usps.com/shipping/trackandconfirm.htm>.

Once you receive a receipt notice for your reinstatement petition, please do not forget to submit a copy to the OISS either in person, or via email at OISS@depaul.edu. Expect to wait at least 3-4 months for a decision from USCIS. Processing time will depend on the workload of USCIS. USCIS will send the OISS an e-mail notification regarding their decision. If the reinstatement application is approved, the OISS will be able to re-issue a new SEVIS I-20 for you.

PLEASE NOTE: You must not travel outside of the U.S. until you receive an answer to your reinstatement application. If you should leave the U.S. before USCIS decides on your case, your application will be considered abandoned. This "abandonment of petition," as termed by USCIS, could result in further complications of your nonimmigrant status.

OBTAINING LAWFUL F-1 STATUS THROUGH TRAVEL: If you would like to learn how you can regain your lawful F-1 status by leaving the U.S. and making a new lawful entry to the U.S. in F-1 student status, please schedule a Travel Advising appointment at least 2 weeks before you plan to travel. Call the OISS at 312.362.8376 to make an appointment.

Please schedule a Reinstatement Advising appointment to consult with an OISS advisor before applying for reinstatement. To make an appointment, please call the OISS at 312.362.8376.