

# APPLICATION FOR REINSTATEMENT

F-1 International Students  
Prairie View A&M University

**The following documents are required to apply for reinstatement.**

**1. Letter from student to include the following:**

- a. Reason (s) for falling out of status and request to be put back in legal status to complete specific degree requirements. List specific degree requirements.
- b. Explanation about all major semesters in a U.S. school in which student registered for and/or completed less than the minimum number of credit hours.
- c. The expected graduation date (month and year) agreed upon by the student and his academic advisor.
- d. That the student has not worked illegally in the U.S. or a full explanation of any illegal employment (name and location of employer, dates of employment and reasons for working).
- e. Why the student deserves reinstatement.
- f. A statement that the student will follow F-1 regulations if reinstated.

**2. Departmental letter signed by the academic advisor.** Letter must include the following:

- a. That the student is in good academic standing or that he/she is not in good academic standing, if allowed to continue in the program, the student will likely be able to regain good standing if reinstated by USCIS.
- b. The specific academic reason(s) the student requires additional time to complete the academic program and degree requirements remaining.
- c. The student's expected date of graduation (month and year).

**3. Photocopies of all previous I-20s**, including those from other U.S. schools attended.

**4. Transcripts from every school** attended in the U.S. as an F-1 student.

**5. Photocopy of valid passport, visa** and both sides of the **I-94 card**. Do you have F-2 dependents? If yes, you will need to include photocopies of their passports and I-94 cards and financial documents.

**6. Form I-539 – Completed and Signed.**

**7. Affidavit of Financial Support and Supporting Evidence** (no older than 6 months).

**8. Cashier's Check or Money Order** in the amount of **\$300.00** - payable to Homeland Security.

**9. Reinstatement Form I-20 – Issued by the international student advisor.**

# **REINSTATEMENT**

## **Terms and Conditions**

### **FAILURE TO MAINTAIN TERMS OR CONDITIONS OF STATUS**

Specific violations include:

- Enrolling in less than a full course of study without prior approval from your (DSO) International Student Adviser.
- Failure to enroll for classes during spring and fall semesters.
- Attending a school other than the one the student was authorized to attend on his/her I-20, without properly following the school transfer procedures.
- Failure to apply for a transfer, program extension or change in program level.
- Unauthorized employment, including working on campus more than 20 hours per week while school is in session.

### **REINSTATEMENT TO F-1 STUDENT STATUS AFTER A STATUS VIOLATION**

A student who has violated his/her status may be reinstated to lawful F-1 status at the discretion of an USCIS District Director, but only under the limited conditions if the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement (or demonstrates that the failure to file within the 5 month period was the result of exceptional circumstances and that the student filed the request for reinstatement as promptly as possible under these exceptional circumstances).
- Does not have a record of repeated or willful violations of regulations.
- Is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the Form I-20.
- Has not engaged in unauthorized employment.

The student should first discuss his/her situation with the international student advisor (DSO) to decide if reinstatement is recommended. Should reinstatement be recommended the student should follow reinstatement procedures as detailed above on page 1.

**ALL REINSTATEMENT DOCUMENTATION SHOULD BE SUBMITTED TO THE INTERNATIONAL STUDENT ADVISOR.**