

**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.** Download from website USCIS.GOV

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

8. **Cashier's Check, Personal Check or Money Order** in the amount of **\$290.00** - payable to Homeland Security.

9. **Reinstatement Form I-20 – Will be 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 on the reverse side of this sheet.

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