

Filing for Reinstatement

Checklist of materials to submit with a reinstatement application:

- Form I-539, Application to Extend/Change Nonimmigrant Status. Please download and fill out the I-539 form using the instructions on the Sample I-539 provided. The document can be downloaded at:
[HTTP://WWW.USCIS.GOV/FILES/FORM/I-539.PDF](http://www.uscis.gov/files/form/i-539.pdf)
- Form I-539 fee given in the form. \$300 check/money order made payable to: The Department of Homeland Security
- A properly completed SEVIS Form I-20, issued for reinstatement. You will need to get this from the Assistant Director of Immigration at the International Admissions Office.
- A letter from the student explaining the situation and requesting a reinstatement. (The letter should establish convincingly that the violation resulted from circumstances beyond the student's control.)
- Copy of the new financial support documents that supported issuance of the reinstatement Form I-20. You will need to provide a copy of a recent bank statement showing financial support like you did when you first applied to the university.
- Student's **original** Form I-94 card
- Copy of visa
- Copy of Passport
- Any other documentation that might help establish the nature of the violation, to document that the violation occurred less than 5 months ago.

Make an appointment with the Assistant Director of Immigration and bring all of the above COMPLETED documents to the appointment.

You will mail the Reinstatement packet to:

**USCIS California Service Center
P.O. Box 10539
Laguna Niguel, CA 92607-1053**

If approved the USCIS will endorse the I-20 and return all pages of I-20 to the student. They will also return the I-94 card. If denied, the student will receive a letter from USCIS explaining that they must leave immediately.

Serious violations for which reinstatement is generally not granted.

- Unauthorized employment
- Out of status for more than 5 months, unless the student shows exceptional circumstances.
- Remaining in the U.S. after ceasing, terminating, or interrupting studies before the completion of the program.

Conditions for approval of reinstatement

- The student has not been out of status for more than 5 months prior to filing for reinstatement.
- The student does not have a record of repeated violations.
- The student is 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 circumstances beyond the student's control.
- If the violation relates to a reduced course load, the student must show that it was authorized through our office.