

## **Reinstatement to F-1 Status**

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Neither Metropolitan Community College nor International Student Services (ISS) can provide legal advice. Whatever course of action you choose to pursue you are strongly encouraged to consult with a qualified immigration lawyer. Not all lawyers specialize in immigration law, thus, finding a qualified immigration lawyer is important. One resource available for finding a qualified immigration lawyer includes American Immigration Lawyers Association: Immigration Lawyer Search [www.aialawyer.com](http://www.aialawyer.com). Under "Type of Lawyer", select "Students and Exchange Visitors". Then type in your zip code and hit "Search".

### **Step 1: Do you qualify for reinstatement?**

In order to apply for reinstatement to F-1 status, the following conditions must be met:

1. Your being out of status must result from circumstances beyond your control or failure to receive reinstatement will result in extreme hardship to you
2. You are currently pursuing or intending to pursue a full course of study at MCC
3. You have not been in violation of your status for more than 5 months, unless you have a strong reason
4. You have NOT engaged in unauthorized employment
5. You are not deportable on any other grounds

### **Step 2: Gather the following documents:**

1. Obtain a check or money order in the amount of **\$370** (effective Dec. 2016) and payable to U.S. Dept. of Homeland Security.
2. Complete Form I-539 in **black ink**. The form is located at: <http://www.uscis.gov/files/form/i-539.pdf> and the directions are available at: <http://www.uscis.gov/files/form/i-539instr.pdf>.
3. Optional: If you would like USCIS to email or text you when your application is received, please complete the G-1145 form: <http://www.uscis.gov/files/form/g-1145.pdf>.
4. A letter from you addressed to the U.S. Citizenship and Immigration Services explaining the circumstances surrounding your failure to maintain legal status. The letter should contain the following:
  - Your name, address, telephone number, and date
  - Information about why you need to reinstate your F-1 status and the reason for status violation
  - A statement that you are pursuing or intend to pursue a full course of study at MCC
  - A statement that you have not engaged in unauthorized employment and that you are not deportable on any ground other than failing to maintain your status
  - A sentence to indicate that failure to receive reinstatement to lawful F-1 status would result in extreme hardship to you
5. Financial documentation not more than 6 months old, in English, and in U.S. currency. Provide either an original bank statement or letter. Bank statements printed from the Internet are not original.
6. Original Financial Affidavit located at: <https://www.mccneb.edu/Prospective-Students/Resources/International/Admission-Information/Admission-Forms.aspx>
7. Original transcripts from all college and universities attended in the U.S.
8. One copy of all pages of previously issued I-20s. **Please do not staple them.**
9. One copy of passport pages (identity, visa and passport expiration pages)
10. Copy of electronic I-94 available at <https://i94.cbp.dhs.gov>
11. If you have been out of status for more than 5 months, include a receipt of \$200 SEVIS Fee payment. More information on paying the fee is available online at [www.fmjfee.com](http://www.fmjfee.com).

### **Step 3: Request a "Reinstatement Requested I-20" from ISS**

#### **Step 4: Mail your application:**

##### **For U.S. Postal Service:**

USCIS  
Dallas Lockbox  
P.O. Box 660166  
Dallas, TX 75266

##### **For Express mail and other courier deliveries:**

USCIS  
ATTN: I-539  
2501 S State Hwy 121 Business Ste 400  
Lewisville, TX 75067

#### **Step 4: Follow Up**

It may take many months to receive a decision from the U.S. Department of Homeland Security-USCIS. Upon receiving your receipt notice or a response, please come to ISS to photocopy your documents for your file.