

## **ELIGIBILITY**

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Reinstatement will be possible only if you:

- 1) Are pursuing or intend to pursue a full course of study.
- 2) Have always had proper authorization while being employed.
- 3) Can establish that the violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship.
- 4) Are not deportable on any other grounds.

## **INSTRUCTIONS**

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**Step 1: Request a reinstatement I-20 from OGI. Submit the following documents:**

- 1) Reinstatement request form
- 2) Financial Statement and proof of sufficient funding.
- 3) Letter from the student to USCIS explaining the circumstances of their violation and the reasons to be reinstated.

**Step 2: After your new I-20 has been issued and picked up, submit a complete application to USCIS:**

- 1) Form I-539: Part 2 item 1 of the Form I-539 must indicate that you are applying for reinstatement. Form I-539 has a "Reinstatement to student status" checkbox at item 1.c. for this purpose. The word "REINSTATEMENT" should be written at the top of the form.
- 2) Filing fee. Check or money order made out to "U.S. Department of Homeland Security".
- 3) Copy of new reinstatement form I-20: don't forget to sign it. Send a copy of the form and keep the original.
- 4) A letter from you explaining the situation and requesting a reinstatement (see details below).
- 5) Copy of the new financial support documents that supported issuance of the reinstatement Form I-20.
- 6) Form I-94: [www.cbp.gov/I94](http://www.cbp.gov/I94)
- 7) Proof of enrollment in a full course of study and your most recent transcript.
- 8) Copy of the biographical and visa pages of your passport.
- 9) Any other documentation that might help establish the nature of the violation, to document that the violation occurred less than 5 months ago, or to justify why it should be accepted even if

the violation occurred more than 5 months ago, and that you are pursuing or intending to pursue a full course of study.

10) If you have been out of status for more than 5 months you are required to submit proof of payment of the SEVIS I-901 fee.

### **Your letter to USCIS**

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Your letter to USCIS is very important to this application; this is your chance to explain to the government why you violated your status. This information is meant to serve as guide; you may or may not use these suggestions to write your letter.

The letter should establish convincingly that the violation resulted from circumstances beyond your control or relates to a reduction in course load that would have been within the international student adviser's power to authorize. If related to a failure to obtain a reduced course load authorization, the letter will also have to establish the nature of the extreme hardship the student would face if reinstatement were not granted.

Your letter does not need to be long or complicated; it can be divided into 3 main paragraphs:

Paragraph 1: Explain if the violation of status was due to a situation beyond your control, or that your international adviser would have granted you a reduced course load.

Paragraph 2: Plea your case! Explain why your deserve reinstatement to F-1 status.

Paragraph 3: Explain what would happen if you don't get reinstated.

### **Mailing Instructions to USCIS**

OGI recommends that students make a photocopy of all documents in their application package prior to shipment, and send the application with a tracking number or delivery confirmation requested.

**For Express mail and courier deliveries (DHL, FedEx or UPS):**

USCIS  
Attn: I-539  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

**For U.S. Postal Service (USPS):**

USCIS  
PO Box 660166  
Dallas, TX 75266

This form is for immigration purposes and must be submitted to Office of Global Initiatives.

**PERSONAL INFORMATION**

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Name as it appears on passport: \_\_\_\_\_ NJIT ID#: \_\_\_\_\_

Email: \_\_\_\_\_@njit.edu Personal email: \_\_\_\_\_

Phone number: \_\_\_\_\_

**ACKNOWLEDGEMENT**

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I have read the information available on the OGI website regarding reinstatement and understand the following information:

- USCIS processing time is approximately 2-6 months. During this waiting period I am required to continue studying and may not drop my classes.
- I am not eligible for on or off campus work while my application is pending.
- I am responsible for mailing a complete application to USCIS to the correct address.
- If my application is denied, I understand that I must depart the U.S. immediately.
- USCIS might mail me a Request for Further Evidence asking for additional documentation. I will contact OGI as soon as I receive it so they can assist.
- OGI cannot guarantee that my application will be approved.
- USCIS will consider that I have abandoned my petition if I travel outside the U.S. while my application is pending. I will consult with my advisor if I must travel abroad.
- I will contact OGI as soon as my application is approved or denied, and provide copies of any documents received.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE OF GLOBAL INITIATIVES ONLY**

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