International Student Admissions
Reinstatement Application Process

If an F-1 student fails to maintain their status and their SEVIS record is terminated, then the student must file for reinstatement with U.S. Citizenship and Immigration Services (USCIS) or depart the United States immediately.

- Students should consider carefully their choice of applying for reinstatement within the U.S. versus departing the U.S. and re-entering with a new I-20. International Student Advisors cannot provide legal advice. Students are encouraged to consult with an immigration lawyer with any questions regarding reinstatement. [https://www.uscis.gov/avoid-scams/find-legal-services](https://www.uscis.gov/avoid-scams/find-legal-services)

- USCIS may consider reinstating a student to F-1 status if all of the following apply:
  1. The student has not been out of status for more than 5 months;
  2. The student establishes, to the satisfaction of the USCIS, in a detailed letter that:
     a. the violation of status resulted from circumstances beyond the student’s control, or
     b. the violation relates to a reduction in course load that would have been within International Student Services power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student;
  3. The student is pursuing or intending to pursue a full course of study in the immediate future at the school which issued the I-20; and:
  4. The student has not engaged in unauthorized employment.

- Approval of an application for reinstatement is at the discretion of the USCIS officer. Students should be aware that applications can be denied and usually cannot be appealed.

- Students applying for reinstatement cannot receive benefits from F-1 status, such as working on- or off-campus.

- If the application is denied, tuition may be reimbursed according to Century College’s tuition reimbursement procedures and deadlines. See [www.century.edu/cost-financial-aid/refund-policies](http://www.century.edu/cost-financial-aid/refund-policies) for more information.

If a student wishes to apply for reinstatement, remain in the United States, and plans to maintain the conditions of F-1 status at Century College they must follow these steps:

- Student meets with the International Student Services (ISS) Coordinator to discuss reinstatement (bring along any supporting documents regarding the circumstances of the termination)
- The ISS Coordinator will advise the student on next steps
  - Generally, this may include (re)applying to Century College and providing updated supplemental documents including but not limited to Financial Responsibility Form and supporting bank documents
- If the ISS Coordinator agrees to recommend reinstatement, student will be issued a new Form I-20 (issued for reinstatement)
- Student fills out Form I-539 and submits to USCIS with supporting documentation (Students may wish to consult an immigration lawyer prior to submitting the Form I-539.)
- Student submits copies of Form I-539 and all supporting documents to International Student Admissions at Century

**See other side of paper for documents required in reinstatement application to USCIS.**
Materials to submit with a reinstatement application:
Students must be sure to keep copies of all documents sent for their records and provide copies of all documents to Century College International Student Admissions.

□ Completed Form I-539 (Application to Extend/Change Nonimmigrant Status). The phrase: “reinstatement to F-1 status” should be written in at Part 2, item 1 and the word “REINSTATEMENT” should be written at the top of the form in red ink. Form and official instructions at: https://www.uscis.gov/i-539


□ A properly completed SEVIS Form I-20, issued for reinstatement

□ A letter from the student explaining the situation and requesting reinstatement. The letter should explain how the violation of status resulted from circumstances beyond their control, how failure to receive reinstatement will result in extreme hardship, or how the violation relates to a reduction in course load that would have been within the DSO’s power to authorize. Letter should also address intentions of pursuing a full course load for future semesters.

□ The DSO may choose to include a letter supporting the student’s situation.

□ A copy of new financial support documents. Documents must show enough funding to cover the current academic year.

□ A copy of the student’s passport, visa and I-94.

Mail package to the filing address at: https://www.uscis.gov/i-539-addresses

Note: Students should not travel outside of the U.S. while the application is pending as it will be seen as abandonment of the reinstatement application.

If the reinstatement application is approved, the USCIS officer will update the student’s SEVIS record and Century College International Student Admissions will receive email notification of the approval. Once this happens, the International Student Services Coordinator can issue a new Form I-20 which will then be given to the student.

If you receive any documents in the mail, please bring to International Student Admissions.

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