



## REINSTATEMENT TO F-1 STATUS

If you have violated the USCIS regulations for maintaining F-1 status, you need to file for reinstatement or try to regain your F-1 status by traveling out of and back into the U.S. with a new I-20. If you have violated status, and/or have had your status terminated, you should be aware that you are immediately accruing days of 'unlawful presence.' Violations of F-1 status include the following:

- Not reporting to the university designated official upon arrival
- Not updating your address properly and in a timely manner (within 10 days of any change)
- Not maintaining full-time academic registration without getting prior authorizations from a designated official
- The expiration of your I-20
- Not applying for a change in education degree level in a timely manner
- Not completing a school transfer properly
- Unauthorized employment (in this case, reinstatement in the U.S. is not possible)
- Attending a school other than that authorized

You must make an appointment with the International Affairs (IA) Office to begin the process of applying for reinstatement. You should also speak with a good immigration attorney.

Eligibility to apply for reinstatement depends on the following:

- Student cannot have been out of status longer than 5 months (in most cases)
- Student must be pursuing a full course of study or an authorized part-time course of study
- Student cannot have had unauthorized employment
- The violation of status must have been due to a situation beyond the student's control

Note: It is helpful if it can be shown that denial of reinstatement will cause significant hardship

Another option to the reinstatement is to travel outside the U.S. and re-enter with a new initial I-20. In this case, the student would have to pay the SEVIS fee again and may have to apply for a new visa. In some situations, this would be a preferable course of action. You must discuss your situation with an advisor at the IA Office.

### Required items for the reinstatement application:

1. **Form I-539** (available at <https://www.uscis.gov/i-539>).
2. **Application filing fee** (see USCIS Fee Schedule: [Fee Schedule | USCIS](#)), payable to the Department of Homeland Security (if filing by paper)
3. **Most recent I-94** (print your I-94 from the CBP website)
4. **The original Form I-94** for any F-2 dependents you may have
5. A photocopy of **the visa page** from your passport
6. A photocopy of **the page(s) from your passport** showing your photo and identification information, and showing your passport expiration date
7. **Original SEVIS I-20** (new one) issued to you by UCCS and recommending reinstatement and signed by you on page 1.
8. **Evidence of financial support** (letter of sponsoring agency if you are a sponsored student, proof of family funds if you are financing your own education, or proof of whatever funds you showed to receive your new I-20)
9. **Photocopies of all previous I-20s** issued to you by UCCS or any other institution

10. **A detailed letter** from you explaining:
  - Why you are out of status (specify the violation)
  - The reason why the violation occurred
  - Why you want reinstatement and the effect on you if you cannot receive reinstatement
  - A statement that you are pursuing or intending to pursue a full course of study
11. **A letter from the IA Office** recommending reinstatement (if IA supports your application)
12. **An official and recent transcript** from the UCCS Registrar's Office
13. **A printout** showing current or next semester class registration
14. **Optional** – If you want to receive an email or text that the USCIS has received your application, include the Form G-1145, available here: <http://www.uscis.gov/files/form/g-1145.pdf>. Be sure to attach this form to the first page of your application packet.

**Make a copy of every item that you send to keep for your records and make sure to send a copy of your entire application to the IA Office at [international@uccs.edu](mailto:international@uccs.edu).**

**Your packet should be sent to:**

For U.S. Postal Service:

USCIS  
Attn: I-539  
P.O. Box 660166  
Dallas, TX 75266-0166

For Express Mail and Courier Deliveries:

USCIS  
Attn: I-539 (Box 660166)  
2501 S. State Hwy. 121  
Business  
Suite 400  
Lewisville, TX 75067-8003

**Please note:**

While your application for reinstatement is pending (awaiting a decision), you must continue your full-time studies. If an application for reinstatement is denied:

- The visa that the student used to enter the United States is automatically cancelled.
- The student will have to depart the U.S. immediately.
- The student is permanently limited to applying for nonimmigrant visas in the future only in their country of citizenship or permanent residence.
- The student will immediately begin accumulating days of “unlawful presence” in the U.S.



# International Affairs

UNIVERSITY OF COLORADO  
COLORADO SPRINGS

## F-1 STUDENT REINSTATEMENT I-20 REQUEST FORM

Name: \_\_\_\_\_ UCCS ID Number: \_\_\_\_\_

### Reason for falling out of status:

- Failure to report to International Affairs upon arrival
- Failure to report or update local address
- Failure to enroll or enroll full-time
- Failure to apply for a change in education degree level
- Failure to apply for a program extension (must submit the Request for Extension form)
- Other (explain): \_\_\_\_\_

How long have you been out of status? \_\_\_\_\_

Do you intend to travel in the next few months? \_\_\_\_\_

Are your local and foreign addresses correct in your student portal? ('Mailing Address' should be in Colorado, 'Home Address' should be in your home country)? \_\_\_\_\_

Do you have dependents in the U.S. in F-2 status? \_\_\_\_\_

Have you been enrolled full-time throughout your program at UCCS? \_\_\_\_\_

If not, have you applied for part-time authorization from your UCCS international student advisor and received that authorization? \_\_\_\_\_

### Financial Support: *Check all that apply. A new I-20 will not be issued without current financial evidence.*

- Sponsorship by government or sponsoring agency *(must provide current financial guarantee letter)*
- Personal funds *(must provide copy of most recent bank statement showing liquid funds)*
- Family funds *(must provide documentation of family funding (liquid) no more than 6 months old)*
- Other source(s) of funding *(must provide documentation no more than 6 months old)*

Total amount of funding must exceed **\$41,100** for undergraduate students or **\$32,100** for graduate students.

By signing, I verify that all information on this form is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date