



REINSTATEMENT TO F-1 STATUS

What is reinstatement?

When you have been admitted to the United States in F-1 status, there are certain obligations you must meet in order to maintain status. Failure to do so results in your being "out of status" and the need to be "reinstated" to lawful F-1 status by the USCIS.

When is reinstatement necessary?

Reinstatement is necessary when any of the conditions of maintaining status have been violated. If you also need to be reinstated through CGU, you will need to contact your department directly. To maintain status, you must:

- keep your passport valid
- attend the school whose I-20 was used to enter the US
- maintain a fulltime course of study (defined by CGU as a minimum of eight units per semester), except during your annual vacation (usually the summer term).
- not work without authorization
- limit authorized employment (both on and off campus) to a **total of 20 hours per week** while school is in session
- apply for a program extension **within the 30-day period before the completion date on your I-20**, if you need additional time to complete your current program
- follow specific USCIS procedures to record your change of educational program or level **within 15 days** of beginning the new program or level
- follow specific USCIS procedures to record your transfer to another school **within 15 days** of attending the new school

Who is eligible to be reinstated?

Reinstatement will be possible only if you:

- are pursuing or intend to pursue a full course of study
- have always had proper authorization while being employed
- can establish that the violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship
- are not deportable on any other grounds

Procedure: While an application for reinstatement can be mailed directly to USCIS, the current practice is for the student to request reinstatement in person at the USCIS District Office. The Graduate University does not have a role in endorsing your application; however, the International Student Coordinator can look over your application to make sure everything is in order.

Your application will consist of:

*the I-539 form found at <http://uscis.gov/graphics/formsfee/forms/index.htm> along with a check for \$195.00 USD payable to the Department of Homeland Security.

*Letter from the designated school official (foreign student advisor) from the school you wish to attend, and if applicable, the former school, regarding your status at their school

*All of your passports and I-94 notices

*All student copies of any I-20's you have ever been issued. (Your most current SEVIS I-20 from our school must have my current signature on page #3)

*Evidence of financial support. (bring in proof as far back as 3 consecutive months)

*Sealed official transcripts of all schools you have attended in the United States.

*A list of the names and addresses of all schools you have attended in the U.S., your immigration status at the time, dates of attendance, program of study, degree/certificate/other issued

*Evidence of first entry into the U.S.

*A list of all dates you entered and departed the U.S.

*All change of status and extension of stay notices issued to you by Immigration (often on Form I-797), and all documents regarding reinstatement of student status

*Written statement from you, as to why your failure to maintain status was beyond your control. If your lapse in status was during more than one semester/quarter then you must explain the circumstances for each lapse

Your Int'l Student Coordinator will contact CIS to make an appointment for you during the times listed below at:

Los Angeles Federal Building
300 N. Los Angeles Street
Los Angeles, CA 90012

(800) 375-5283

Note: reinstatement applications are considered on
Tuesdays, Wednesdays, and Thursdays only (7am-2pm).

*Find a cheap parking lot in Little Tokyo. It's been suggested to park in the two stories Little Tokyo Mall (and not outside in the open parking lot). The cost is approximately \$4.00 per day and is a short walk from the CIS office.

*You will go to room 2024 to see one of the following Student/School Section officer's - Shirley Hickman or Patricia Bernard or Tai. Lam.

If the reinstatement is approved, the USCIS Immigration Examiner will endorse your I-20 to indicate that you have been reinstated and return it to you. If your application is denied, you will be asked to leave the US. Please bring your response from the USCIS to the International Student Coordinator so your file can be updated. Keep in mind that due to SEVIS, you will not be able to attend school if you are out of status. However, you do have the option to return home and get a new visa there and reenter as an initial student.

More handouts can be printed at www.cgu.edu/pages/411.asp