

# Illinois Institute of Technology

**International Center**  
3300 S. Federal St.  
Main Building Room 405  
Chicago, IL 60616  
Phone: (312) 567-3680  
Fax: (312) 567-3687

## Reinstatement To F-1 status

02/08

In order to apply for reinstatement to F-1 status, the following conditions must be met: 1) the violation of status must result from circumstances beyond the student's control, or failure to receive reinstatement will result in extreme hardship to the student; 2) the student is currently pursuing, or intends to pursue a full course of study at the school that issued the Form I-20; 3) the student has not been in violation of his/her status for more than 5 months unless substantial reason can be provided for the delay; 4) the student has NOT engaged in unauthorized employment; 5) the student is not deportable on any other grounds.

To apply for reinstatement to F-1 status, you must submit the following to the United States Citizenship and Immigration Services:

- ( ) \$300 fee (Cashier's Check or Money Order payable to CIS. Personal checks are not accepted.)
- ( ) Completed Form I-539 ( Attached)
- ( ) A letter from you to the Immigration Service explaining the circumstances surrounding your failure to maintain legal status. The letter should contain the following:
  - Your name, address, and telephone number
  - Information about why you need to reinstate your F-1 status
  - A statement that you are pursuing or intend to pursue a full course of study at IIT
  - 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
- ( ) Financial documentation (not more than 6 months old). One of the following or a combination of:
  - original bank statement
  - original bank letter
  - proof of assistantship and/or tuition waiver (if applicable)
  - letter and bank statement from sponsor
- ( ) New I-20 (pages 1-3) Note: You must request this new I-20 from the International Center in advance.
- ( ) Original transcripts from all universities attended in the U.S.
- ( ) Copies of all previously issued I-20s
- ( ) Copy of passport pages (identity, visa and passport expiration pages)
- ( ) Original I-94 card
- ( ) If you have been out of status for more than 5 months, include a receipt of \$100 SEVIS Fee payment (more information on paying the fee is available online at [www.fmjfee.com](http://www.fmjfee.com)).

Please schedule an appointment and bring in the above documents to the International Center to process the I-20 and review the documents. Please pick up the packet 2-3 business days later and mail your reinstatement application to the following address:

*USCIS California Service Center  
P.O. Box 10539  
Laguna Niguel, CA 92607-1053*

It may take 3-4 months to receive a response from the US CIS. Upon receiving your response from the US CIS, please come to the International Center so that we can photocopy your documents for your file.

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## Financial Document Guidelines

02/07

You have been asked to provide a financial document so that the International Center can process your request.

**Acceptable Financial Documents** – One or a combination of the following may be used (A-F).

- A. An original bank statement in the student's name.
- B. An original bank statement in the sponsor's name and:
  - 1. An original letter of support from the person named on the bank statement, or
  - 2. An original/certified certificate showing the relationship between the student and the person named on the bank statement.
- C. An original letter from your department if TA/RA – must state the amount of funding (tuition hours covered plus stipend amount) for one academic year or length of extension.
- D. Letters from government/organizations must be original and state the exact amount covered for tuition, fees, and cost of living for one academic year or length of extension.
- E. Admission letter stating scholarship award per semester or academic year.
- F. Original Financial Affidavit as listed on the Admissions websites – completely filled out.

**Requirements for acceptable financial documents** – all requirements must be met:

- Original – stamped/signed
  - Printouts from the Internet must be stamped, signed, and dated by a bank official.
- Dated less than 6 months old
- In US currency or a conversion must also be included by a website and attached (using the date of the financial document) [www.oanda.com](http://www.oanda.com) or [www.xe.com](http://www.xe.com) are two currency conversion websites.
- In English

# I-539, Application to Extend/ Change Nonimmigrant Status

**START HERE - Please type or print in black ink.**

**For USCIS Use Only**

### Part 1. Information about you

Family Name		Given Name		Middle Name
Address - In care of -				
Street Number and Name				Apt. #
City	State	Zip Code	Daytime Phone #	
Country of Birth			Country of Citizenship	
Date of Birth (mm/dd/yyyy)		U. S. Social Security # (if any)		A # (if any)
Date of Last Arrival Into the U.S.			I-94 #	
Current Nonimmigrant Status			Expires on (mm/dd/yyyy)	

Returned	Receipt
Date	
Resubmitted	
Date	
Reloc Sent	
Date	
Reloc Rec'd	
Date	
<input type="checkbox"/> Applicant Interviewed on Date	

### Part 2. Application type (See instructions for fee.)

1. I am applying for: (Check one.)

a.  An extension of stay in my current status.

b.  A change of status. The new status I am requesting is: \_\_\_\_\_

c.  Reinstatement to student status

2. Number of people included in this application: (Check one.)

a.  I am the only applicant.

b.  Members of my family are filing this application with me.  
The total number of people (including me) in the application is: \_\_\_\_\_  
(Complete the supplement for each co-applicant.)

Extension Granted to (Date):  
\_\_\_\_\_

Change of Status/Extension Granted  
New Class: From (Date): \_\_\_\_\_  
To (Date): \_\_\_\_\_

### Part 3. Processing information

1. I/We request that my/our current or requested status be extended until (mm/dd/yyyy): \_\_\_\_\_

2. Is this application based on an extension or change of status already granted to your spouse, child, or parent?  
 No  Yes. USCIS Receipt # \_\_\_\_\_

3. Is this application based on a separate petition or application to give your spouse, child, or parent an extension or change of status?  No  Yes, filed with this I-539.  
 Yes, filed previously and pending with USCIS. Receipt #: \_\_\_\_\_

4. If you answered "Yes" to Question 3, give the name of the petitioner or applicant: \_\_\_\_\_

If Denied:

Still within period of stay

S/D to: \_\_\_\_\_

Place under docket control

**Remarks:**

**Action Block**

**To Be Completed by  
Attorney or Representative, if any**

Fill in box if G-28 is attached to represent the applicant.

ATTY State License #

If the petition or application is pending with USCIS, also give the following data:

Office filed at _____	Filed on (mm/dd/yyyy) _____
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### Part 4. Additional information

1. For applicant #1, provide passport information: Valid to: (mm/dd/yyyy)

Country of Issuance \_\_\_\_\_

2. Foreign Address: Street Number and Name Apt. #

City or Town State or Province

Country Zip/Postal Code



**3. Answer the following questions. If you answer "Yes" to any question, please describe the circumstances in detail and explain on a separate sheet(s) of paper.**

	Yes	No
a. Are you, or any other person included on the application, an applicant for an immigrant visa?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has an immigrant petition ever been filed for you or for any other person included in this application?	<input type="checkbox"/>	<input type="checkbox"/>
c. Has a Form I-485, Application to Register Permanent Residence or Adjust Status, ever been filed by you or by any other person included in this application?	<input type="checkbox"/>	<input type="checkbox"/>
d. 1. Have you or any other person, included in this application, ever been arrested or convicted of any criminal offense since last entering the United States?	<input type="checkbox"/>	<input type="checkbox"/>
d. 2. Have you EVER ordered, incited, called for, committed, assisted, helped with, or otherwise participated in any of the following:		
(a) Acts involving torture or genocide?		
(b) Killing any person?		
(c) Intentionally and severely injuring any person?		
(d) Engaging in any kind of sexual contact or relations with any person who was being forced or threatened?		
(e) Limiting or denying any person's ability to exercise religious beliefs?	<input type="checkbox"/>	<input type="checkbox"/>
d. 3. Have you EVER:		
(a) Served in, been a member of, assisted in, or participated in any military unit, paramilitary unit, police unit, self-defense unit, vigilante unit, rebel group, guerrilla group, militia, or insurgent organization?		
(b) Served in any prison, jail, prison camp, detention facility, labor camp, or any other situation that involved detaining persons?	<input type="checkbox"/>	<input type="checkbox"/>
d. 4. Have you EVER been a member of, assisted in, or participated in any group, unit, or organization of any kind in which you or other persons used any type of weapon against any person or threatened to do so?	<input type="checkbox"/>	<input type="checkbox"/>
d. 5. Have you EVER assisted or participated in selling or providing weapons to any person who to your knowledge used them against another person, or in transporting weapons to any person who to your knowledge used them against another person?	<input type="checkbox"/>	<input type="checkbox"/>
d. 6. Have you EVER received any type of military, paramilitary, or weapons training?	<input type="checkbox"/>	<input type="checkbox"/>
e. Have you, or any other person included in this application, done anything that violated the terms of the nonimmigrant status you now hold?	<input type="checkbox"/>	<input type="checkbox"/>
f. Are you, or any other person included in this application, now in removal proceedings?	<input type="checkbox"/>	<input type="checkbox"/>
g. Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?	<input type="checkbox"/>	<input type="checkbox"/>

- If you answered "Yes" to Question 3f, give the following information concerning the removal proceedings on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began, and status of proceedings.
- If you answered "No" to Question 3g, fully describe how you are supporting yourself on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the source, amount, and basis for any income.
- If you answered "Yes" to Question 3g, fully describe the employment on the attached page entitled "**Part 4. Additional information. Page for answers to 3f and 3g.**" Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by USCIS.

Yes No

h. Are you currently or have you ever been a J-1 exchange visitor or a J-2 dependent of a J-1 exchange visitor?

If yes, you must provide the dates you maintained status as a J-1 exchange visitor or J-2 dependent. Willful failure to disclose this information (or other relevant information) can result in your application being denied. Also, please provide proof of your J-1 or J-2 status, such as a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor Status, or a copy of your passport that includes the J visa stamp.

**Part 5. Applicant's Statement and Signature** (Read the information on penalties in the instructions before completing this section. You must file this application while in the United States).

**Applicant's Statement** (Check One):

I can read and understand English, and have read and understand each and every question and instruction on this form, as well as my answer to each question.

Each and every question and instruction on this form, as well as my answer to each question, has been read to me by the person named below in \_\_\_\_\_, a language in which I am fluent. I understand each and every question and instruction on this form, as well as my answer to each question.

**Applicant's Signature**

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

<b>Signature</b>	Print your Name	Date
Daytime Telephone Number	E-Mail Address	

**NOTE:** If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested benefit and this application may be denied.

**Part 6. Interpreter's Statement**

Language used: \_\_\_\_\_

I certify that I am fluent in English and the above-mentioned language. I further certify that I have read each and every question and instruction on this form, as well as the answer to each question, to this applicant in the above-mentioned language, and the applicant has understood each and every instruction and question on the form, as well as the answer to each question.

<b>Signature</b>	Print Your Name	Date
Firm Name (If Applicable)	Daytime Telephone Number (Area Code and Number)	
Address	Fax Number (Area Code and Number)	E-Mail Address

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**Part 7. Signature of Person Preparing Form, if Other than Above (Sign Below)**

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Signature	Print Your Name	Date
Firm Name (If Applicable)	Daytime Telephone Number (Area Code and Number)	
Address	Fax Number (Area Code and Number)	E-Mail Address

I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

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**Part 4. (Continued) Additional information. Page for answers to 3f and 3g.**

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**If you answered "Yes" to Question 3f** in Part 4 on Page 3 of this form, give the following information concerning the removal proceedings. Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began, and status of proceedings.

**If you answered "No" to Question 3g** in Part 4 on Page 3 of this form, fully describe how you are supporting yourself. Include the source, amount and basis for any income.

**If you answered "Yes" to Question 3g** in Part 4 on Page 3 of this form, fully describe the employment. Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by USCIS.

**Supplement -1**

**Attach to Form I-539 when more than one person is included in the petition or application.**

*(List each person separately. Do not include the person named in the Form I-539.)*

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

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Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

Family Name	Given Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)		A # (if any)
Date of Arrival (mm/dd/yyyy)			I-94 #	
Current Nonimmigrant Status:			Expires on (mm/dd/yyyy)	
Country Where Passport Issued			Expiration Date (mm/dd/yyyy)	

**If you need additional space, attach a separate sheet(s) of paper.**

*Place your name, A #, if any, date of birth, form number, and application date at the top of the sheet(s) of paper.*