

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

01/2011

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.

Students are not eligible to work on-campus or apply for off-campus employment authorization (OPT/CPT) while out-of-status. Employment on-campus may only resume after reinstatement is approved. Employment off-campus may only resume after reinstatement is approved AND the student has the appropriate work authorization (OPT/CPT).

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

- () \$290 fee Check or Money Order payable to U.S. Department of Homeland Security
- () Completed Form I-539. Available at www.uscis.gov.
- () Completed Form G-1145. Available at www.uscis.gov.
- () 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 \$200 SEVIS Fee payment (more information on paying the fee is available online at 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 appropriate USCIS address as per the [instructions](#) to the I-539.

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

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Financial Document Guidelines

01/2011

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 or www.xe.com are two currency conversion websites.
- In English