

REINSTATEMENT APPLICATION

International students who have had their I-20 terminated can apply for reinstatement to F-1 status.

- Student cannot apply after they have been out of status for more than 5 months.
- Applicant must show the violation of status resulted from circumstances beyond their control.
- Approval or denial is up to the USCIS and not the ISAP office.

STEPS FOR THE STUDENT:

Step 1: Complete sections 1, 2 and 3 of this form. Work with the dean of your college to complete section 4.

Step 2: Visit www.uscis.gov/uscis-elis and create an account. Note: It is of utmost importance that you write down both the email and password associated with this account. Resetting a lost/forgotten password is difficult.

Step 3: Book an appointment with the ISAP office to go through the Reinstatement process. If you would like to log in to your USCIS ELIS account and begin answering the questions there, you may do so. You may also wait until your appointment and go through the questions with the International Student Advisor. This is your choice entirely.

Step 4: Bring all required supporting materials to the International Student Office when you come for your appointment.

The materials required for a Reinstatement application are:

- This form completed and signed.
- Essay, written by the student and emailed to the International Student Advisor, in which you state:
 - The circumstances under which you violated your F1 status
 - How you plan to avoid violating your status again in the future
 - Why you are requesting reinstatement/what goals you have which require you to complete your degree with the University of West Georgia
 - What you will do if your Reinstatement application is rejected.
- I-901 payment receipt. If you do not have this, the International Student Office can print one for you.
- Filing fee of \$290.00, which can be paid in one of two ways:
 - Debit/Credit card with sufficient funds for paying the fee
 - Personal check, made payable to "United States Customs and Immigration Services"
- Financial Documents dated no older than 3 months:
 - Must show at least \$32,000 in financial capability
 - Must be accompanied by a completed and signed Affidavit of Support if the funds are in a sponsor's name
- Original I-94 card
- Current, unexpired Passport
- F1 visa OR a different status visa and proof that you were granted a change of status to F1
- Current I-20 and all past I-20s

SECTION 1: STUDENT INFORMATION

Applicant's Family Name (Last Name)			
Applicant's Given Name (First Name)			
Date of Birth		UWG Student ID	
Phone Number		SEVIS ID Number	
Email Address			
Current Visa Status	F-1 Student	J-1 Student	Other Visa Type: Specify _____

SECTION 2: REASON FOR REQUESTING REINSTATEMENT

My SEVIS record was terminated by the ISAP office on _____ for _____.

I understand that I am eligible to request Reinstatement, but that the approval of my Reinstatement application is not guaranteed. I understand that if I am denied reinstatement, I must depart the United States within 15 days.

Student's Initials: _____

SECTION 3: STUDENT RESPONSIBILITIES DURING REINSTATEMENT

Pursuant to 8 C.F.R. § 214.2(f)(16)(c), I understand that I am required to continue studying full-time at the University of West Georgia while my Reinstatement application is pending review. I understand that, while my application is pending review, I am not permitted to engage in employment at any time. I understand that transfer to another institution, departure from the United States, failure to enroll in a full course of study, or drop below full-time registration for any reason in a required term constitutes abandonment of the Reinstatement petition. I have been advised of these responsibilities and restrictions and understand that it is my responsibility to abide by them while my application for Reinstatement is pending.

Student's Initials: _____

Statement of Understanding

I HAVE READ AND UNDERSTAND THE PROCEDURES AND RESPONSIBILITIES FOR REINSTATEMENT			
Student's Signature		Date	

REINSTATEMENT APPLICATION

Summary of the Regulation

- International students who have had their I-20 terminated can apply for reinstatement back into F-1 Status.
- The United States Citizenship and Immigration Services (USCIS) makes the final approval or denial decision. The ISAP office is not involved in the decision, but just advises students on what to submit.
- Students must continue to be enrolled in classes full time during reinstatement application process.
- “Full-time student status” is 12 credit hours for undergraduates and 9 credit hours for graduates, as defined in the UWG Course Catalogues
- Students are not eligible to work either on or off campus (including OPT and CPT).

STEPS FOR THE ADVISOR/DEAN:

Step 1: Meet with the student about their circumstances and make a decision on whether or not you feel the student is eligible to return to their degree program

Step 2: If you feel the student is eligible academically to continue their studies, fill out the bottom portion of this form with the student after you have reviewed sections 1-3 with the student. Contact the ISAP office if you have any questions. Students should submit the completed form to the ISAP office.

Step 3: After the ISAP reviews the application materials with the student, the application will be send to USCIS. Students must maintain full time enrollment during the application pending process.

SECTION 4: DEPARTMENTAL APPROVAL FROM THE DEAN

The following describes the student's current academic situation:	<p>The student is eligible to continue full time study at the University of West Georgia</p> <p>The student is on academic probation, and is eligible to continue full-time study at the University of West Georgia for one tern, after which they will either be removed from academic probation or dismissed from the university.</p> <p>The student has been dismissed from the University of West Georgia and is ineligible to continue full time study.</p>		
Dean's Signature		Date	
Printed Name			
Title			
Email		Extension	