

## REINSTATEMENT APPROVAL FORM

This form should be used by international students who are currently applying for reinstatement to continue their studies at the University of West Georgia.

### PROCEDURE FOR REQUESTING REINSTATEMENT

Please follow these steps, in order, for completing a petition for Reinstatement to F1 student status. Note that your application for Reinstatement will be delayed if you fail to complete any of these steps, or fail to complete them in order.

1. Complete sections 1 through 4 of this form. This form is not complete if any of the required information or signatures are missing.
2. Visit [www.uscis.gov/uscis-elis](http://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.
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.
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:
  - a. This form completed and signed.
  - b. Essay, written by the student and emailed to the International Student Advisor, in which you state:
    - i. The circumstances under which you violated your F1 status
    - ii. How you plan to avoid violating your status again in the future
    - iii. Why you are requesting reinstatement/what goals you have which require you to complete your degree with the University of West Georgia
    - iv. What you will do if your Reinstatement application is rejected.
  - c. I-901 payment receipt. If you do not have this, the International Student Office can print one for you.
  - d. Filing fee of \$290.00, which can be paid in one of two ways:
    - i. Debit/Credit card with sufficient funds for paying the fee
    - ii. Personal check, made payable to "United States Customs and Immigration Services"
  - e. Financial Documents dated no older than 3 months:
    - i. Must show at least \$32,000 in financial capability
    - ii. Must be accompanied by a completed and signed Affidavit of Support if the funds are in a sponsor's name
  - f. Original I-94 card
  - g. Current, unexpired Passport
  - h. F1 visa OR a different status visa and proof that you were granted a change of status to F1
  - i. Current I-20 and all past I-20s
5. Complete and submit the application, all supporting materials, and fee through USCIS ELIS.
6. Wait for a decision to be made on your application.

If you receive any form of communication from USCIS, notify your International Student Advisor immediately.

### SECTION 1: STUDENT INFORMATION

<b>Student's Family Name (Last Name)</b>			
<b>Student's Given Name (First Name)</b>			
<b>Date of Birth</b>		<b>UWG Student ID</b>	917
<b>Phone Number</b>		<b>SEVIS ID Number</b>	N000
<b>Email Address</b>			

For sections 2 and 3, read the statements and *initial after the paragraphs* to indicate your understanding of the policy and your responsibilities.

## SECTION 2: REASON FOR REQUESTING REINSTATEMENT

My record was terminated 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: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE PROCEDURES AND RESPONSIBILITIES FOR REINSTATEMENT

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 4: DEPARTMENTAL APPROVAL

*This section should be completed by the Dean of the student's program.*

In order to be eligible for Reinstatement, F-1 nonimmigrant students must be enrolled for a full course of study in all required terms while the Reinstatement application is pending. "Full time student" as defined by the UWG undergraduate catalog is "a student enrolled for a minimum of 12 credit hours each semester." The UWG catalog describes "full-time enrollment for a graduate student [as] 9 credit hours."

Upon review of the student's record, the Dean of the student's program must certify one of the following:

- The student is eligible to continue full time study at the University of West Georgia
- The student is on academic probation, and is eligible to continue full-time study at the University of West Georgia for one term, after which they will either be removed from academic probation or dismissed from the university.
- The student has been dismissed from the University of West Georgia and is ineligible to continue full time study.

Dean's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Approver Printed Name			
Title			
Email Address	@westga.edu	Extension	9

*Email completed forms to isap@westga.edu*