

**INSTRUCTIONS**

If you fail to maintain your F-1 student status, you are ineligible for any of the benefits of F-1 status (e.g. employment authorization). There are two ways to regain F-1 status: apply for reinstatement or depart the U.S. and seek a [new admission to the U.S. in F-1 status](#). The nearest land border to Kingsville is located in Brownsville, TX and you may find directions and contact information for the [Brownsville Port-of-Entry](#).

The process to regain valid F-1 status can be challenging. We would like to discuss your options and encourage you to contact [an immigration attorney](#) so you can make an informed decision and consider the risks with both options.

**ELIGIBILITY CRITERIA**

Under federal USCIS regulation 8 CFR 214.2(f)(16), an F-1 student is only [eligible for reinstatement](#) if **all of the following conditions** apply:

- Have not been out of status more than 5 months at the time of filing the request for reinstatement (or demonstrate that the failure to file within the 5-month period was the result of exceptional circumstances and that you filed for reinstatement as soon as possible under these circumstances).
- Do not have a record of repeated or willful violations of immigration regulations.
- Are currently pursuing, or intending to pursue, a full course of study in the immediate future at the school that issued the Form I-20.
- Have not engaged in unauthorized employment.
- Are not deportable on any ground other than overstaying or failing to maintain status.
- The violation of status resulted from circumstances beyond your control. Such circumstances might include serious injury or illness, a natural disaster, or inadvertence, oversight, or neglect on the part of your OISSS adviser, but do not include instances where a pattern of repeated violations or a willful failure on your part resulted in the need for reinstatement. or
- The violation relates to a reduction in your course load that would have been within the international student adviser’s authority to authorize, and that failure to approve reinstatement would result in extreme hardship to you.

**PROCEDURE**

1. [Schedule an appointment](#) with an adviser at OISSS to discuss your options to regain F-1 status. At the appointment, the OISSS adviser will review your eligibility for F-1 reinstatement and will discuss the application process.
2. A copy of receipt of [Reinstatement Processing Fee](#).
3. USCIS [form I-539](#) (write “REINSTATEMENT” at the top of the form).
4. I-539 [Application Fee](#), payable to the US Department of Homeland Security.
5. A cover letter from you requesting reinstatement to F-1 status and explaining your circumstances. You should explain that the violation of F-1 status resulted from circumstances beyond your control and/or that the failure to be reinstated would result in extreme hardship. Attach any additional supporting documents.
6. A new SEVIS I-20 issued by OISSS for purposes of reinstatement (signed by you and an OISSS advisor)
7. A photocopy of your previous I-20 form(s)
8. A photocopy of your financial support documents to show evidence of continued funding—documents should be recent (no more than 12 months old)
9. A photocopy of your passport photo page—include any other pages that contain the expiration date, extensions, or any biographical information. Your passport should be valid for at least 6 months into the future.
10. A photocopy of your most recent US Entry Visa
11. Your original Form I-94 card (if issued paper I-94) or [Form I-94](#) printout. (be sure to copy front and back of paper I-94 clearly showing the red USCIS stamp for your records)
12. A photocopy of your transcript and course registration from TAMUK.
13. Completed [G-1145 Form](#), E-Notification of Application/Petition Acceptance (optional; it signs you up for email/text message notification of your application’s arrival at USCIS)
14. Keep a copy of your entire application for your records. You may file [online](#) or mail in. If you choose the paper application option, it is recommended that you send your application by certified mail, return receipt requested.
15. Mail items 3 to 13 to USCIS. Be sure to use correct [filing address](#).

I have read the above information and decided to apply for reinstatement without leaving this country or  depart the U.S. If I have any questions in the future, I will contact the OISSS or visit the OISSS website for clarification.

Name: \_\_\_\_\_; KID No. \_\_\_\_\_; SEVIS ID No. \_\_\_\_\_

Email Address: \_\_\_\_\_; Signature: \_\_\_\_\_; Date: \_\_\_\_\_