



Marywood
UNIVERSITY
Lead On.

**Office of the Registrar
Designated School Official for
Nonimmigrant Matters**

2300 Adams Avenue
Scranton, PA 18509
Phone: (570) 348-6280
Fax: (570) 961-4758
E-mail: registrar@maryu.marywood.edu
Website: www.marywood.edu

REINSTATEMENT TO F-1 STATUS

Student Information

Last Name (Surname)	First Name	Middle Name
(_____)	_____	_____
Preferred Contact Phone Number	E-Mail Address	SEVIS ID Number (Must be eleven digits)
_____	_____	N _____

Checklist of Required Documentation (When applying within the United States)

- Completed Form I-539 (available at www.uscis.gov).
- Copy of your entire Form I-20 issued for applying for reinstatement.
- Copies of your current and previous Forms I-20.
- Copy of your latest I-94 card (available at www.cbp.gov/I94).
- Copy of your passport ID pages including your photo, passport expiration date, and passport number, your visa page, and any page with a U.S. visa stamp.
- Check or money order made payable to U.S. Department of Homeland Security for the current stated amount (refer to I-539).
- Copy of official transcript in a sealed envelope (request form available at www.marywood.edu/registrar/forms).
- A cover letter explaining the circumstances that led to the violation and listing schools you have attended in chronological order.
- Documentation that demonstrates your ability to pay for your studies and support yourself while you are in the United States, such as a bank statement.

Procedure for Reinstatement by Travel and Re-Entry

You may also regain your F-1 student status by departing the United States and re-entering with a new I-20. This would require the creation of a new SEVIS record, a new I-20, and a new SEVIS ID#. You are required to pay the SEVIS I-901 fee for the new record.

If you choose to leave the U.S., you will be issued a new "Initial" status I-20 from our office. If your F-1 visa is still valid, then you can return to the U.S. port of entry and ask to be admitted in F-1 status. If your F-1 visa is no longer valid, you will need to apply for a student visa at a U.S. consulate or embassy before you attempt to re-enter the U.S.

Student Certification

I affirm that I have read and understand the request information and instructions and certify that the information I have provided is accurate to the best of my knowledge.

Signature of Student

Date

Office Use Only

Initials: _____

Date Processed: ____/____/____

REINSTATEMENT TO F-1 STATUS

A student who has violated status may be reinstated to lawful F-1 status at the discretion of a USCIS district director, as defined under the limited conditions at 8 CFR 214.2(f)(16). The USCIS district director may consider reinstating an F-1 student who makes a request for reinstatement on Form I-539 accompanied by a properly completed Form I-20 indicating the Designated School Official (DSO)'s recommendation for reinstatement. The district director may consider granting the request if the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement (or demonstrates that the failure to file within the 5 month period was the result of exceptional circumstances and that the student filed the request for reinstatement as promptly as possible under these exceptional circumstances).
- Does not have a record of repeated or willful violations of Service regulations
- Is currently pursuing, or intends to pursue, a full course of study in the immediate future at the school which issued the Form I-20
- Has not engaged in unauthorized employment
- Is not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Act
- Establishes to the satisfaction of the Service by detailed showing, either that:
 - The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of the institution, a natural disaster, or
 - The violation related to a reduction in the student's course load that would have been within a DSO's power to authorize and that failure to approve reinstatement would result in extreme hardship to the student.

GUIDELINES FOR COMPLETION OF FORM I-539

All information should be typed before the form is printed.

- Part 1: Biographical Information
- Part 2 (1): Check box "B" and write F-1 for the status you are requesting.
- Part 2 (2): Check box "A".
- Part 3 (1): The date entered here will match the expiration date on your Form I-20.
- Part 3 (2-3): Normally, the answer to both items is "No".
- Part 4: Answer each question. If you answer "Yes" to any question, you must provide a detailed account of the circumstances on a separate sheet of paper.
- Part 5: DO NOT sign the form until your appointment with our office. Your application and supporting documents will be reviewed for accuracy and completeness.

WHAT HAPPENS NEXT

- A receipt notice will be sent to you from the Service Center with a case number assigned. You may then use the case number to check the status of the application from USCIS web site.
- If your application is denied, you may not appeal that decision and you must depart the U.S. immediately. The F-1 visa stamp in your passport becomes invalid immediately, even if the dates remain valid.
- If your application is approved, USCIS will send you your I-20 and Form I-797A. I-797A is your reinstatement approval notice. You may also receive either your original I-94 card back if you mailed in your original or you may receive a new I-94 card located at the bottom of Form I-797A.