PURPOSE

The purpose of this procedure is to provide guidelines for reinstatement of international student status.

PROCEDURE

I. Introduction

An F-1 student can fall “out of status” as defined by Immigration and Naturalization Services (INS). Specific violations include:

A. Enrolling in less than a full course of study without prior approval from the designated school official.

B. Attending a school other than the one the student was authorized to attend on his/her I-20A-B, without properly following the school transfer procedure.

C. Failure to apply for a timely transfer, program extension, or change in program level.
D. Unauthorized employment, including working on campus more than 20 hours per week while school is in session.

II. Applying for Reinstatement

A student who has violated status may be reinstated to lawful F-1 status at the discretion of an I.N.S. District Director, but only under limited conditions specified at 8 C.F.R. 214.2 (f) (16).

A. Student Responsibilities:

1. Contact designated school official for case assessment.
2. Provide designated school official with all documents necessary to issue a new form I-20 A-B, including, if necessary, updated financial support documents.
3. Write a letter to INS stating the following:
   a. Specific violation
   b. The effect on the student if reinstatement is rejected
   c. The reason for status violation
   d. A statement indicating the student is currently pursuing or intends to pursue a full course of study
   e. Specifically request that I.N.S. reinstate him or her to F-1 status

B. Designated school official responsibilities:

1. Assess if reinstatement is a viable course of action.
2. Issue and sign a new form I-20 A-B. The new form should:
   a. Reflect any substantial changes to the program of study.
   b. Check item 3a (other) with the word “REINSTATEMENT.”
   c. Be signed by the student at item 11, on both the I-20 school copy and the I-20 ID
3. Review the I-539 completed by the student, and at the top of the form write in red ink in block letters “REINSTATEMENT” to alert I.N.S. that the I-539 should be processed for reinstatement.