

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: REINSTATEMENT OF STATUS FOR
INTERNATIONAL STUDENTS

BASED ON POLICY:

REVISION NUMBER: 2

**OFFICE OF
RESPONSIBILITY:** ADMISSIONS



PRESIDENT

December 16, 2002
DATE

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.

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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.