

Reinstatement Checklist for F-1 Students

A student who has stayed beyond the authorized program completion date on his/her I-20 form or otherwise violated his/her immigration status must apply for reinstatement. The reinstatement request is adjudicated by the USCIS. In order to request a reinstatement to F-1 status, the following information is required from the requester.

- Completed I-539 form (download from www.uscis.gov)
- Check for \$300 made payable to Department of Homeland Security.
- Copy of passport demographic page and visa page
- Original I-94 card
- Affidavit of support, bank statement, assistantship agreement or other proof of sufficient funding. If the bank statement is not in US dollars, attach a conversion printout from an internet conversion site like <http://www.x-rates.com/calculator.html> .
- Copy of current I-20 form, AND all previous I-20 forms from all schools attended
- New updated I-20 form (issued by the Graduate School), indicating the request for reinstatement
- Proof of pursuing a full course of study at Virginia Tech (transcripts or class tickets showing full time enrollment are acceptable), AND transcripts from all previously attended schools in the U.S.
- A letter addressed to USCIS, explaining the situation (provide details and indicate that you did not knowingly violate your status)

NOTE: You also are required to file a Form I-901 and pay a SEVIS fee if you have been out of status as much as five months. You can apply and pay the fee online at www.fmjfee.com. Failure to pay the SEVIS Fee can result in denial of the Reinstatement request.

Your request will be mailed to:
USCIS Vermont Service Center
ATTN: I-539
75 Lower Welden Street
St. Albans, VT 05479-0001

Please note that it will take about two months for USCIS to process your request. You are not authorized to work or enjoy any other benefits of the F-1 status until your reinstatement is approved.

Although the Graduate School is not required to read or verify your application, we will be happy to review the completed packet with you. Should you have any questions, please contact:

International Graduate Student Services
Graduate Life Center at Donaldson Brown (0325)
Virginia Tech
Blacksburg, VA 24061
Phone: 540-231-8486, FAX: 540-231-3714,
Email: igss@vt.edu
Homepage: <http://www.grads.vt.edu>