GANNON
UNIVERSITY

International Student Office ~ 109 University Square, Box 3748, Erie, PA 16541 ~ Fax: 814-871-5323 ~ global@gannon.edu

F-1 REINSTATEMENT

What is Reinstatement?

After a SEVIS termination, an F-1 student is considered "out-of-status" because he/she has failed to maintain his/her F-1 immigration status as required by U.S. Department of Homeland Security regulations. In most cases, F-1 students who are out-of-status are eligible to apply for reinstatement to become "in-status" again through the United States Citizenship and Immigration Service (USCIS).

! First, you must discuss your situation with an ISO advisor. You are not eligible for reinstatement if you have worked without authorization and/or are in deportation proceedings. Approval for reinstatement is at the discretion of the USCIS. Processing times vary, but typically take months.

How to Apply for Reinstatement

You will need to prepare the following in order to apply for reinstatement:

- A letter written by you addressed to U. S. Citizenship and Immigration Services explaining how the status violation occurred and requesting a reinstatement to F-1 student status.
- Form I-539 (download from www.uscis.gov under Immigration Forms; save file to your computer and complete form; print a clean paper copy)
- A money order or certified bank check for $300.00. Made payable to "USCIS".
- Transcripts from the appropriate Registrar's Office, as well as your current registration schedule.
- Copy of your Passport identification page.
- Original I-94 card (Be sure to retain a photocopy of the front and back of your I-94)
- Copy of all previous I-20 forms
- Copy of your F-1 Entry Visa Stamp
- Updated Financial Support Documentation (financial guarantees, bank statements, sponsorship letters, loan statement, etc.).

After gathering the above information and documentation, please make an appointment with an ISO staff member to review your materials. The ISO will prepare a new I-20 with the same SEVIS number. This new I-20 will be marked for reinstatement. You will need to sign it before mailing the reinstatement application packet to the USCIS. *Keep all previous I-20 forms for your records.*

Mark the Envelope "F-1 Reinstatement" and MAIL THE APPLICATION BY CERTIFIED/RETURN RECEIPT MAIL TO:

U.S. Citizenship and Immigration Services
Vermont Service Center
ATTN: I-539 (F-1 Reinstatement)
75 Lower Welden Street
St. Albans, VT 05479

IMPORTANT DETAILS: While your application for reinstatement is pending, you may not work on- or off-campus, and you must continue your full-time studies. You should remain in the United States or consult with the ISO if you must travel on urgent business. Please inform the ISO of any information that you may receive regarding your reinstatement.