

## Procedure for requesting reinstatement

\$190.00 application fee to NAU must be paid first.

**Students applying for reinstatement are not eligible to take part in any payment plans with the business office. Each semester or session must be paid in full by the registration deadline.**

PROCEDURE:

1. Fill out the I539 form online, print it and sign it. The form can be found here:  
<http://www.uscis.gov/files/form/i-539.pdf> .

If extra space is needed to complete any item, attach a continuation sheet, indicate the item number, and date and sign each sheet. Answer all questions fully and accurately. State that an item is not applicable by writing "N/A". If the answer is none, write none.

2. A copy of all the I20's you have in your possession, include all pages.
3. A copy of your most recent I94 (google print my I94) or if you have the paper card, copy that.
4. A copy of your most recent visa.
5. A check or money order in the amount of \$370.00 made payable to "U.S. Department of Homeland Security". The check or money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency. OR credit card authorization form G-1450
6. A personal letter from the student that is dated and signed. **THIS IS THE MOST IMPORTANT PART.** PROVIDE AS MUCH EVIDENCE AS POSSIBLE.
7. An updated bank statement/ financial support letter. Must be within the last 6 months, must be at least \$25,000 for language school or \$26,000 for NAU
8. Proof of enrollment in a full course of study. This can usually be established by including a class schedule for the current/next session and a school transcript. (USCIS has been known to request transcripts in RFEs, so many schools recommend including transcripts with the initial application for reinstatement).
9. Proof of payment of the SEVIS I-901 fee, if the student has been out of status for more than 5 months.

The student needs to bring all these items to the ISO so they can be double checked and sent out WITHIN 21 DAYS OF THE SEMESTER/SESSION START DATE.

While a request for reinstatement is pending with USCIS, the student:

- Can and should continue a full-time program of study at the school where they are enrolled
- Must comply with all the requirements for maintaining student status
- Should not travel outside the United States, as doing so will be considered an abandonment of the pending reinstatement application. If the student decides to do so, he or she will have to reenter on a new, initial attendance Form I-20 as well as pay the SEVIS fee
- Cannot work on or off campus
- Out-of-status students are not eligible to apply for any student-related benefits while the reinstatement is pending. Driver's licenses are considered a benefit and you cannot get a new one or renew.

Be aware that reinstatement can take several months. Over 12 months is common.

If you need to leave the U.S. during this time, your request will be cancelled. You will need to get a new I20 and pay the SEVIS fee again before returning to the U.S.