

Reinstatement....Reinstate what?

Overcoming your fears to the “R” word

**NAFSA Region III Fall Conference, Oklahoma City
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ORIGINAL SUBMISSION I-539
Reinstatement to F-1 Status
Cover Letter

TO: USCIS SERVICE CENTER
ATTN: I-539
PO Box 660166
Dallas, TX 75266

DATE: September 21, 2011

STUDENT:

SEVIS ID: N000

FIELD OF STUDY/ MAJOR:

Enclosures:

- ☐ I-539
- ☐ Payment of \$290.00 to U.S. Department of Homeland Security
- ☐ Original SEVIS I-20
- ☐ Letter of Explanation from Student
- ☐ Letter from DSO
- ☐ Copy of Financial Support Documents
- ☐ Copy of I-94 (front and back), Passport, and Visa
- ☐ Proof of Enrollment (official transcripts and class schedule for current/next semester)

School DSO: Timothy Watts
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timothyw@dbu.edu

Handout Reinstatement

Note: All information is subject to change without notice.

Violation of student status makes you illegal and may lead to removal from the USA. You may request USCIS to re-establish your F-1 status through filing for reinstatement (form I-539). It may be possible to regain your status by leaving the USA and reentering on a new I-20. Talk with your DSO before making your decision. This handout will address the reinstatement process.

Processing time

Reinstatement normally takes a minimum of 60 days to receive a response. There is no maximum amount of time, and could take more than 6 months to get an answer.

Reinstatement Eligibility

You may file for Reinstatement if you meet the following criteria:

1. The violation resulted from one of the following:
 - a. Circumstances beyond your control, or
 - b. Failure to apply in a timely fashion for a reduced course load authorization from your International Student Advisor.
2. You have been out of status for less than 5 months.
3. You have not engaged in unauthorized employment.

Reinstatement Procedure

As soon as you find out that you are out of status, contact your DSO immediately. The DSOs are located in International Admissions and Immigration Office. You may need 2 appointments to process a reinstatement. The first appointment will go over the implications of your status and ask questions. The second appointment will go over your documents and collect your I-20 before you mail them off.

Please bring all of your documents to the second appointment. When the appointment is done, you should be able to mail off your application to USCIS.

Document Checklist

- ☐ Completed and signed Form I-539 – pdf form can be downloaded from the USCIS website
- ☐ All current and previous immigration documents (I-20's, passport, visas and I-94 card).
- ☐ A new SEVIS I-20 that will be issued by your DSO for "Reinstatement."
- ☐ Typed personal letter to USCIS. Describe your violation. You must state: (1) how your violation of status resulted from circumstances beyond your control or that failure to be reinstated would result in extreme hardship, (2) you are currently pursuing or intend to pursue a full course of study at DBU, and (3) that you did not work illegally. For example:

Date

To Whom it may concern,

I am applying for reinstatement because I (state your violation) during the _____ semester(s). This happened because (provide the reason especially emphasizing any circumstances beyond your conscious control). I am taking full-time hours this semester (or always have taken full-time hours) (or plan to be full-time next semester). Since I have been in the US, I have not engaged in any kind of unauthorized employment.

If I am not reinstated, it will result in extreme hardship because (list reason).

Sincerely,

(Your name)

- ☐ Transcripts from all schools attended in the U.S.
- ☐ Evidence of financial support (several months worth of bank statements is recommended)
- ☐ A check or money order payable to USCIS for **\$290.00**.
- ☐ Evidence to support the reason you went out of status.

Mail the application packet **certified mail with return receipt**. We will provide you with an envelope with the correct address.

Traveling

Do not leave the US while you have a pending application for reinstatement or your application will be denied. You may choose to travel home and not apply for reinstatement. If you want to continue your studies, you may want to consider choosing to travel home and reenter the US on an initial I-20. This may require a new visa.

Reinstatement Notifications

All notification will be mailed to the address on the top of your I-539 application form.

- The International Admissions and Immigration Office (DIAI) may receive an email from the USCIS. You will be notified by phone or e-mail of the decision.
- If approved, DBU must receive a copy of the I-20 and I-94 card stamped with the approval.
- You may receive an RFE (request for evidence). This is a time sensitive document that will require you to submit more evidence to support your application. The letter will list the documents that you need to submit and it will give you a due date. If you miss this date, your application will be denied. Please contact DIAI immediately if you get this so that we can help you collect the documents.

If Denied

Your application can be denied. The following are some of the effects of a denial:

- The visa that you used to enter the United States will no longer be valid.
- You will be permanently limited to applying for U.S. non-immigrant visas in your country of citizenship or permanent residency.
- There is no grace period to leave the USA. You will need to leave immediately. You will begin accumulating days of "unlawful presence." If you accumulate more than 180 days, you will be barred from returning to the United States for three years. If you accumulate more than this, you could be barred for 10 years or even permanently barred from returning to the USA.
- After leaving the U.S. in a timely manner you may, providing you have a valid visa, reenter the U.S. on an initial I-20.
- You may have to withdraw from your classes and you could lose some or all of your tuition.

Note: Appeals are very limited and there are no refunds of your money.

Full-Time Study

You are required to enroll in a full course of study while pending reinstatement.

Working

While out of status, you are not allowed to take part in benefits of the F-1 visa such as on-campus employment, CPT or OPT.

- You may only work after your reinstatement is approved.
- If you met the one academic year full-time lawful enrollment before losing your F-1 status, then you are eligible for OPT after immigration approves your reinstatement.

OUT OF STATUS

Date of Birth (MM/DD/YYYY) _____

NAME:

Last

First

Middle

UHCL ID #

Current Degree Program

Current I-20 End Date

If you have violated your F-1 status, there are two options to reestablish it:

OPTION A: Travel

a. Plan of Action

- ☐ Request a new I-20 that states "travel to reestablish F-1 status"
- ☐ Submit a bank letter demonstrating that you have enough funds to study in the U.S.
- ☐ Travel out of the U.S.
- ☐ Reenter
- ☐ Bring stamped I-20 and new I-94 card to an International Student Advisor.

RISKS:

- The Immigration Officer has the authority to reject your reentry into the country. There is no guarantee that you will be approved at the Port of Entry and you may be sent back to your home country.
- If you are in your last semester of studies, this could affect your eligibility for Optional Practical Training (which requires you to have completed at least one full academic year).
- A hold will be placed on your account until you can show proof that you have reestablished your status; showing your newly stamped I-20 and new I-94 card.

OPTION B: Reinstatement

b. Plan of Action

- ☐ Obtain a checklist from an International Student Advisor of the items that you need to prepare for your application.
- ☐ Complete and prepare all of the items for your application.
- ☐ Make an appointment with an International Student Advisor.
- ☐ The student is responsible for mailing the application and supporting documents.

RISKS:

- Cannot travel. Traveling out of the U.S. while your application is pending will result in a cancellation.
- No type of employment is permitted while your application is pending.
- You will not be eligible for any status letters until you have been reinstated.

I, the student, have reviewed the following options with an International Student Advisor and understand the components of each choice and its risks. It is my decision to follow through with choice _____ in order to reestablish my status.

Date

Print: Student's Name

Print: Advisor's Name

Sign: Student's Name

Sign: Advisor's Name

REINSTATEMENT CHECKLIST

STUDENT'S SECTION:

Date of Birth (MM/DD/YYYY) _____

NAME:

Last

First

Middle

UHCL ID #

Current I-20 End Date

What is reinstatement?

Reinstatement allows you the opportunity to regain valid F-1 status. You may be eligible for reinstatement only if you:

- Are currently enrolled or intend to enroll for a full-time course load
- Can establish that the violation of status resulted from circumstances beyond your control
- Have not engaged in unauthorized employment
- Have not been out of status for more than five months
- Can document sufficient financial resources to pursue a full-time course load
- Do not have a history or repeated violations
- Are not deportable from the U.S. on any other grounds

Items to prepare to send to USCIS:

- ☐ A completed I-539 form (supplied by an International Student Advisor)
- ☐ A check/money order for **\$290** made payable to the *U.S. Department of Homeland Security*
- ☐ Original I-94
- ☐ Copies of valid passport
- ☐ Bank statement, demonstrating that you are able to support yourself financially for one academic year
- ☐ Official transcripts for all courses taken in the U.S.
- ☐ A written statement explaining why you fell out of status and an explanation of your future academic intentions

During your appointment, the International Student Advisor will:

- ☐ Give you a letter of recommendation supporting your reinstatement
- ☐ Issue you a reinstatement I-20

You are responsible to mail all of the documents mentioned above to:

If using U.S. Postal Service (USPS)
USCIS P.O. Box 660166 Dallas, TX 75266

If using Express Service or Courier Mail
USCIS Attn: I-539 2501 S. State Hwy 121, Business Suite 400 Lewisville, TX 75067

FURTHER INFORMATION

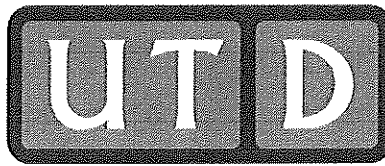
If your request for reinstatement is approved, the USCIS officer will stamp your I-20 “approved” and return it to you with a new I-94 and approval notice. You will be eligible for the benefits of an F-1 visa holder (i.e. status letters) after you are approved. If your request is denied, you will be required to depart the U.S.

SPECIAL CONSIDERATIONS

Processing times for reinstatement applications vary. It may take as long as 60-120 days for the application to be adjudicated. Although you may continue to study while the application is pending, you will not be eligible for any type of employment until the reinstatement is approved.

ALTERNATIVE TO REINSTATEMENT: TRAVEL AND RE-ENTRY (option “A” on the Out of Status form)

Students who violated their status are not eligible for automatic visa revalidation. Re-entry to the U.S. after a status violation is viewed as an “initial attendance” to Immigration. As such, you are bound by the restrictions placed on new students (i.e. having to complete one academic year in order to be eligible for off-campus employment.)



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services Office

Reinstatement of F-1 Status

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For Assistance

Advising for reinstatement is by appointment only. Review
this guide and then call 972-883-4189 to schedule.

DESCRIPTION

If an F-1 student fails to follow the regulations and requirements set by the U.S. government for F-1 students, the student's F-1 immigration record is terminated and the student is "out of status". Being out of status is a serious matter; all F-1 benefits cease and the student can be subject to deportation.

Students who meet eligibility requirements can request that their F-1 status be restored. The following is general information regarding reinstatement issues. Please make an appointment with an international student advisor to obtain further details.

WHEN TO APPLY

It is in your best interest to file the petition for reinstatement immediately after the violation. Meet with an international advisor or send an email to ISSOCurrent@utdallas.edu to request a reinstatement application packet. Then meet with the Senior Immigration Advisor to review the process. USCIS processing times are highly variable and approval of a reinstatement of F-1 status can take six months or more.

ELIGIBILITY REQUIREMENTS

To apply for reinstatement of F-1 status, the regulations require that you:

- Be academically eligible to begin/continue study at UT Dallas
- You are enrolled full-time in the semester for which your reinstatement is filed
- The violation:
 - Resulted from circumstances beyond your control OR from failure to apply in a timely fashion for a reduced course load authorization
 - Did not occur more than five months ago
 - Did not involve unauthorized employment

Some students have successfully filed without meeting all the above requirements. Speak to an international student advisor about your specific circumstances.

APPLYING OUTSIDE THE U.S.

You can reinstate your F-1 status by departing the U.S. and applying for an F-1 visa at a U.S. consulate.

Process for Restoration of Status by Travel

- Obtain a Reinstatement Guide from the ISSO in person or through ISSOCurrent@utdallas.edu.
- Schedule an appointment with an international student advisor to review the process.
- Submit materials for a Form I-20 to the International Student Services Office (ISSO). The processing time is 5 business days after submission of all required documents.
- When notified by the ISSO, pick up and sign the I-20.

Continued next page

- Pay the SEVIS I-901 fee, if required, and print the receipt. Online payment is possible at www.fmjfee.com. For fee information, see: www.ice.gov/sevis/i901/index.htm.
- Obtain an appointment at a U.S. consulate or embassy.
- Attend the visa appointment with all the necessary documents. (*Canadian students do not require this step.*)
- If approved, re-enter the U.S. in a new F-1 status within 30 days of the program start date. ***In order to retain your new visa status, you must provide copies of the new stamped I-20, stamped I-94 card and F-1 visa to the ISSO.***

Submit to ISSO:

- Reinstatement Request Form
- UT Dallas Financial Affidavit
- Bank statement, current within 6 months, with sufficient funds showing minimum amount listed on the Financial Affidavit (review *Bank Statements* section for more info).

Take to consulate:

- Passport
- Initial Form I-20
- SEVIS I-901 fee receipt, if required
- Proof of financial support
- Proof of maintaining F-1 status prior to termination
- Miscellaneous supporting documents (optional)

APPLYING INSIDE THE U.S.

You can remain in the U.S. and apply for reinstatement of F-1 status through USCIS.

Process for Reinstatement of Status by Petition

- Obtain a Reinstatement Guide from the ISSO in person or through ISSOCurrent@utdallas.edu.
- Schedule an appointment with an international student advisor to review the process.
- Submit application materials to the ISSO. *The processing time is 5 business days after submission of all required documents.*
- If the SEVIS I-901 fee is required, pay the fee online at www.fmjfee.com and print the receipt. For fee information, see: www.ice.gov/sevis/i901/index.htm.
- When notified return to the ISSO for the I-20 and mailing instructions.
- Mail the application to USCIS.
- In 2-4 weeks, you will receive a receipt notice from USCIS with your application case number.
- If approved, the I-20 and I-94 will be returned to you stamped "Reinstated".

Continued next page

Submit to ISSO:

- Reinstatement Request Form
- UT Dallas Financial Affidavit
- Bank statement, current within 6 months, with sufficient funds showing minimum amount listed on the Financial Affidavit (review *Bank Statements* section for more info).
- Dependent information, if any
- Form I-539
- Your original I-94 card
- Copy of your passport identification page (with photo and expiration date)
- Copy of your current F-1 visa or F-1 I-797 Change of Status Approval Notice
- Copy of all academic transcripts from your studies in the United States
- Copy of all I-20s from all institutions you have attended in the United States
- A letter of explanation. The letter should include the following:
 - The reason that you are asking for reinstatement
 - That the violation resulted from circumstances beyond your control or failure to apply in a timely fashion for a reduced course load authorization
 - An explanation of why failure to receive reinstatement would result in extreme hardship
 - A statement that you have never been employed without USCIS authorization
 - That you are currently pursuing or intend to pursue a full course of study in the next long semester
- Any other documentation that might help establish the nature of the violation

BANK STATEMENTS

- Funds must be liquid assets, not investments.
- USCIS has indicated that bank statements from your home country are acceptable if translated into English. Bank statements (even if obtained electronically) are preferred over Internet printouts.
- If funds are not in U.S. dollars, include an Internet printout of the value in U.S. dollars after calculating the rate of exchange.

FAQs

Can I depart the United States while my reinstatement is pending?

No. USCIS considers this as an abandonment of the application.

What happens if my reinstatement is approved?

- The adjudicating USCIS officer will update your SEVIS record to indicate that your reinstatement has been approved and will email the decision to the ISSO.
- An international student advisor will notify you of the approval.
- Your reinstatement I-20 and original I-94 card will be mailed to the address used on the I-539.
 - If you used the ISSO address, staff will email you the day the approval documents are received.
 - If you used another address, the documents will be mailed there. IT IS YOUR RESPONSIBILITY TO BRING A COPY OF THESE DOCUMENTS TO THE ISSO.

What happens if my reinstatement is denied?

- The adjudicating USCIS officer will update your SEVIS record and will email the decision to the ISSO.
- An international student advisor will notify you of the denial.
- A denial notice, your original I-94 card and an appeal form will be mailed to the address used on the I-539. The denial notice may instruct you to leave the country.
- Your visa would be automatically cancelled.

What happens then?

If you feel you are eligible for an appeal, you can contact an immigration attorney to file for you
If you remain in the U.S. but do not appeal you may start accumulating days of "unlawful presence"

- 180 days of unlawful presence causes you to be barred from the U.S. for three years
- 1 year or more of unlawful presence causes you to be barred from the U.S. for ten years

ISSO CONTACT INFO

- Website: <http://www.utdallas.edu/student/international/>
- Email: ISSOcurrent@utdallas.edu
- The ISSO international advisors are available on a walk-in basis Mon-Thu 10:30-5:00 and Fri 10:30-4:00 or you can call 972-883-4189 to schedule an appointment.



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W Campbell Road SSB 34, Richardson, Texas 75080-3021
(972) 883-4189 FAX (972) 883-4010

With few exceptions, you are entitled on your request to be informed about the information U.T. Dallas collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. Dallas correct information about you that is held by us and is incorrect.

Your UTD Identification number is being requested because it is a unique identification number which is maintained for the purpose of verifying student identification. The disclosure of such information is voluntary. Disclosure of your UTD Identification number will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

REINSTATEMENT REQUEST FORM

Name: _____ ID #: _____
First Last

Phone: _____ Country of Citizenship: _____ Date of Birth: _____

Are you academically eligible to begin/continue study at UTD? Yes / No

Do you have an F-2 spouse or child who also needs reinstatement? Yes / No

Will you be leaving the US to reinstate your status? Yes / No

Statements of Understanding

Upon submission of my request for a reinstatement I-20, I understand the following:

- ☐ It is my responsibility to determine if I am eligible for reinstatement and to choose which reinstatement method is best for my situation.
- ☐ If I have participated in unauthorized employment, I am not eligible for reinstatement.
- ☐ If I have been out of status for more than 5 months, I will be required to pay the SEVIS I-901 fee.
- ☐ If I have been out of status for more than 5 months, there is an increased risk of denial.

Reinstatement by Petition

- ☐ If I request reinstatement by petition I must be enrolled full-time during each long semester while my application is being processed.
- ☐ If I request reinstatement by petition I should not leave the US while the decision is pending.
- ☐ I cannot begin any on-campus employment until the reinstatement is approved. Off-campus employment requires additional authorization from an international student advisor.
- ☐ If I have any outstanding petitions, filing for reinstatement may negatively impact those requests.
- ☐ If I have been contacted by a law enforcement agency regarding my visa status or if I am in removal proceedings, the ISSO suggests that I consult with an immigration attorney before filing for reinstatement..
- ☐ The ISSO cannot contact USCIS about reinstatement applications until the posted processing period, as indicated in the receipt letter, has passed.
- ☐ If I file within the US and the application is denied I may be required to leave the US immediately and may have accrued days of unlawful presence.
- ☐ If my application is denied and I want to appeal the decision the ISSO cannot assist me with that petition and suggests contacting an immigration attorney.

Reinstatement by Travel

- ☐ If I attempt to reinstate by travel I will be considered in a new F-1 status and cannot re-enter the US more than 30 days before the program start date indicated on the "initial" I-20.
- ☐ If I choose to reinstate by travel I will be considered in a new F-1 status and will have to establish a year of full-time study before being eligible for off-campus employment.
- ☐ If I attempt to reinstate by travel to Canada or Mexico and am not a citizen of those countries I may face additional risks to my status.
- ☐ If I attempt to reinstate by travel and am refused re-entry, I understand that the ISSO cannot assist me in the appeal of that decision and I should contact an immigration attorney for further assistance.
- ☐ I must supply the ISSO with copies of my new I-94 and stamped I-20 within 10 days of re-entering the US.

To the best of my knowledge, I have provided all the necessary documents and supplied true and accurate information..

Signature

Date

NOTE: Your request will be processed in 5 business days after submission of ALL required documents.



Reinstatement Mailing Instructions

1. **Pick up** your assembled packet from the ISSO and sign the provided I-20.
 - **Attach** the SEVIS Fee Receipt to the front of the application, if applicable. You can pay for the fee online at www.fmjfee.com.
 - **Attach** your check to the front of the application (\$290, payable to Department of Homeland Security). The check should be the top document in the application.
2. **Make a copy** of the application for your files.
3. **Send the application** by U.S. Mail or private courier (DHL, FedEx, UPS, etc) to:

US Postal Service deliveries:
USCIS P.O. Box 660166 Dallas, TX 75266

OR

For private courier (non-US Postal Service) deliveries:
USCIS Attn: I-539 2501 S. State Hwy. 121 Business, Ste 400 Lewisville, TX 75067

CERTIFIED MAIL: If mailing your application, the ISSO recommends using Certified Mail to help track delivery. Certified Mail cards are available at U.S. Post Offices. Please use your own current address as the return address on the envelope.

Mailing Services

- UTD Bookstore (Mon-Thu 8:30-7:00, Fri 8:30-5:00, Sat 9:00-2:00)
- Other U.S. Post Office locations www.usps.com

Receipt and Decision

Once you receive the USCIS receipt, you can check the status of your application through the "Case Status Online" option available at www.uscis.gov.

If approved, a decision letter, stamped I-20 and stamped I-94 will be mailed to the ISSO. Each time we receive a document we will make a copy for our file and then send you an email that the item is available for pickup.

Notes on processing REINSTATEMENTS

GENERAL INFO:

SEVIS fee not required if student previously paid it and applies for reinstatement within 5 months of going out of status. If applying after more than 5 months, the fee must be paid.

The student is eligible for CPT and OPT after reinstatement by petition if the student was enrolled FT for 2 long consecutive semesters prior to going out of status and continues to maintain FT enrollment while the application is pending. The student must re-establish eligibility for CPT and OPT if applying for reinstatement by travel with an initial I-20.

If you are reinstating a student who was transferred in terminated status, the I-20 may print as "*Transfer Pending from (name of other school), Reinstatement requested.*" It's okay for the student to submit the I-20 like this.

We will process a reinstatement I-20 for a student who has been out of status more than 5 months but the student needs to be aware that this may increase risk of denial.

HOW TO PROCESS:

Process in RTI, select *Reinstatement* from the menu.

Reinstatement I-20s will produce a Request ID. SEVP suggestion is to print this page from SEVIS and send with reinstatement application.

- a. Request ID helps Service Center find student reinstatement info in SEVIS.
- b. Request ID is ONLY viewable once, immediately after reinstatement I-20 created.

The I-20 can be issued with any start date, it does not have to be a semester start date.

The end date is the full length of the program.

Create a new SEVIS-Pending profile in fsa but do not make it the current profile. Use the program start dates that are on the reinstatement I-20.

NOTE: We do not change the status to "NR." This is so the student information will continue to be pulled into fsaAtlas and will continue to be assessed int'l student fees. In fsa, the record will appear as "F-1 Terminated."

APPLICATION PACKET:

Write "Reinstatement" in red ink in top margin of I-539. The NAFSA manual suggests doing this in addition to indicating "reinstatement" in the "application type" section.

Expiration date of status on page 1 of the I-539 should not be D/S for F-1's, it should be the actual date their F-1 status was terminated.

It is preferable for transcripts in application to be sealed. Make a copy of the envelope for our file.

Assemble all documents, make a copy of the packet for our file, complete the task, have student sign original I-20 and our copy, give student the mailing instructions.

IF STUDENT IS NEAR THE END OF THEIR PROGRAM

The advisors discussed options for this type of case (see 3/9/2009 minutes) and this is what we concluded:

- There is not an option to get an I-20 for a new program while the reinstatement is pending.
- If reinstated during 60-day grace period, student will be able to apply for OPT or get an I-20 for a new academic program.
- If the student is nearing the end of the 60-day grace period and the reinstatement has not been approved, the student may want to consider abandoning the reinstatement application by travelling with an initial I-20. However, remind the student that he/she would need to re-establish eligibility for practical training when reinstating by travel.

FROM SEVIS TRAINING COURSE ON ICE WEBSITE:

You (the DSO) are the first line of evaluation in considering a student's request for reinstatement. There are no specific guidelines as to when a DSO should or should not recommend reinstatement. However, keep in mind the reason should be *beyond the student's control*. Use your discretion when recommending reinstatement.

If a student's request for reinstatement is denied:

- The District Office sends the student a notice
- The student must depart the United States immediately
- You are notified by email rather than by the standard SEVIS alert method
- The student's SEVIS record is terminated

There is no appeal process for the decision. However, if the student has sufficient grounds, they can file a motion to reopen the case. (If a motion to reopen is filed, the student's SEVIS record continues to indicate that the student has been terminated, and that the request for reinstatement has been denied.)

AFTER APPROVAL:

- The Service Center will send an email to the DSO and PDSO regarding the decision on the reinstatement (approval or denial), then mail to us the following:
 - Stamped I-20 which will state "reinstated to F-1 student status."
 - I-94 card with "reinstatement" written on it.
 - F-1 approval notice.
- After reviewing the documents for accuracy, change the F-1 status in FSA to SEVIS-Active. Suppress the "Create Student" event on the SEVIS tab.
- SEVIS register the student in RTI within **30 days** after reinstatement approval. **NOTE:** *It's okay to register for the current semester even if it's after census day. SEVIS will allow you to register for the current semester as long as the "current semester end date" has not passed.*
- Make sure status in Orion is F-1.



International
Student Services

THE UNIVERSITY OF TEXAS AT DALLAS

SSB 34, RICHARDSON, TEXAS 75083-0688

(972) 883-4189 FAX (972) 883-4010

October 17, 2011

Student's Name: SAMPLE, Student

Receipt: EAC#10xxxxxxxx

SEVIS ID: N0000xxxxxxxx

To Whom It May Concern:

The following information is in response to a Request for Further Evidence (RFE) concerning the reinstatement application of the above-named student. The RFE requested the following information from the DSO:

A chronological, dated, detailed explanation of the events that led up to the student's failure to maintain status this time, as well as for the two previous reinstatement requests.

The student was notified on April 1, 2011 that she would need to provide the necessary financial documentation to obtain a change of level I-20 or she would be out of status. The student was not able to obtain the financial documentation by the deadline so her F1 status was completed on April 2, 2011. The student is better able to explain the personal circumstances that led to her falling out of status at our school.

Reason(s) why the student is being recommended for reinstatement.

The student was not out of status more than 5 months at the time she applied for reinstatement and she has stated that she intends to pursue a full course of study.

Date student fell out of status.

April 2, 2011.

Date DSO became aware of student's failure to maintain status.

April 2, 2011.

Date student first contacted DSO to resolve the issue.

April 2, 2011.

If you require further information, please contact any DSO in our office at 972-883-4189.

Sincerely,

Elizabeth Langsten
International Student Advisor and Designated School Official
International Student Services, The University of Texas at Dallas
(p) 972-883-4189 (e) issocurrent@utdallas.edu

Dear Student,

Our records indicate that you are not yet enrolled full-time for the Fall 2011 semester or you have enrolled in too many online hours. As an F-1 visa holder, full-time enrollment is required by the Department of Homeland Security (DHS) to maintain your F-1 visa status. To assist you in maintaining your status, the UT Dallas ISSO is sending you this reminder to complete this requirement.

To maintain full-time enrollment and maintain your F-1 status, you have the following options:

- Enroll in additional UT Dallas courses. Full time enrollment is 9 credit hours for graduates, 12 credit hours for undergraduates. Note that no more than **3 credit hours may be taken online** and that all courses taken must be part of your degree plan. Meet with your academic advisor for any questions about deadlines and course selection.
- Enroll concurrently at UT Dallas and another institution to reach the 9/12 minimum AND submit a Concurrent Enrollment Form to the ISSO (www.utdallas.edu/student/international/forms/index.html). Note that at least ½ of your required credits must be taken at UT Dallas, that **no more than 3 credit hours may be taken online**, and that all courses taken must be part of your degree plan.
- Replace online courses with standard courses. DHS allows F-1 students to count one course or 3 credit hours of distance education as part of their required hours. DHS has also indicated that if a student has only one class left in the last semester before graduation, that course cannot be online.
- Apply for graduation, if this is the last semester of your degree program. The Registrar's Office application deadline is September 1, 2011.
- Complete procedures for full-time CPT enrollment. A number of eligibility requirements apply.
- There may be other options, please see an international student advisor.

Best Regards,

CURRENT STUDENT ADVISING TEAM
International Student Services
ISSOCurrent@utdallas.edu