



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

OFFICE OF  
INTERNATIONAL  
EDUCATION

• 817-272-2355 (phone) • 817-272-5005 (fax) • Box 19028 • [www.uta.edu/oie](http://www.uta.edu/oie) •

## Reinstatement

This form is used to apply for reinstatement. Reinstatement is one way to regain valid F-1 status after a status violation. If you have not already, please discuss your case with an Immigration Advisor at OIE.

Biographical Data:		
Family Name:	First and Middle Name:	UTA Student ID:
Email:		Birth Date:
U.S. Physical Address: _____ _____ City: _____ State: _____ Zip Code: _____ Phone Number: _____		Permanent Foreign Address: _____ _____ City: _____ Province: _____ Postal Code: _____ Country: _____
Country of Citizenship:	Immigration Status:	Do you have F-2 Dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No
Passport Expiration:	Visa Expiration:	I-20 Expiration Date:
Reinstatement Details:		
<p>To request a reinstatement I-20, you must provide the following items to OIE:</p> <p><input type="checkbox"/> Completed I-539 Form (you can download at <a href="http://www.uscis.gov">www.uscis.gov</a>).</p> <p><input type="checkbox"/> Original I-94 Card or electronic record from <a href="http://www.cbp.gov">http://www.cbp.gov</a>.</p> <p><input type="checkbox"/> Financial Documents, including sponsor statement, if applicable.</p> <p><input type="checkbox"/> Copy of immigration documents: <input type="checkbox"/> Passport <input type="checkbox"/> Visa</p> <p><input type="checkbox"/> Written statement which includes the following information (if it is true):</p> <ul style="list-style-type: none"> <li>• The reason why you are asking for reinstatement.</li> <li>• That the violation in status resulted from circumstances beyond your control, or that failure to be reinstated would result in extreme hardship to you. Explain.</li> <li>• That you are currently pursuing, or intending to pursue, a full course of study at UTA.</li> <li>• That you have not engaged in unauthorized employment.</li> <li>• That you are not deportable on any ground other than failure to maintain status.</li> </ul> <p>The above documents will also need to be mailed to USCIS with the additional documents below:</p> <p><input type="checkbox"/> G-1145 (Can be found at <a href="http://www.uscis.gov">www.uscis.gov</a>.)</p> <p><input type="checkbox"/> Check or Money Order for \$370 made out to <i>Department of Homeland Security</i> for the application and a separate check or Money Order for \$85 Biometrics fee</p> <p><input type="checkbox"/> Original signed I-20 (This new I-20 will be issued after we receive the required documents).</p> <p><input type="checkbox"/> Official Transcripts.</p> <p><input type="checkbox"/> DSO (Immigration Advisor) Letter. OIE will write this letter unless otherwise indicated.</p>		
<p><b>Mail Completed Application to:</b> USCIS Dallas Lock Box PO BOX 660166 Dallas, TX 75266</p>		

**I have fully read the above information and understand the regulations regarding this process:**

Signature:	Date:
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**Notice:** You may be entitled to know what information The University of Texas at Arlington (UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.



## Reinstatement

### ***How might I lose my F-1 status?***

Your F-1 status is terminated after a status violation. You might lose your F-1 status in several ways. For example:

- By failing to extend your F-1 student program before your I-20 expires.
- By failing to notify immigration of your change of degree level before the deadline. (you must request this change of level from OIE within 15 days of the start of class).
- By failing to maintain full-time academic enrollment without a documented reason acceptable to immigration.
- By failing to complete all procedures for approval of concurrent enrollment by the 12<sup>th</sup> class day. This includes proof of registration at the second school.
- By working in violation of F-1 status, e.g. more than 20 hours per week while registered for study, by working off-campus without authorization, or working while registered for less than a full-time load without authorization. Employment violations can only be corrected by travel. See an advisor.
- If you are a transfer student from another U.S. school, by failing to apply to the Admissions Office to complete the transfer notification within 15 days of classes beginning.

### ***What are the consequences of being out of status?***

Students who are out of status are not eligible for any of the benefits of F-1 status, including permission to work or eligibility for practical training. You do not have a legal status to stay in the U.S., which can cause a lot of risks and issues for you.

### ***How can I get back into valid F-1 status?***

There are two ways to regain valid F-1 status:

- 1) You can obtain a new I-20 (with a new SEVIS number), leave the U.S. and re-enter as a new F-1 student. You will be considered a new student in terms of immigration status. Please speak with an advisor.
- 2) If you have lost status as a result of any of the reasons listed above EXCEPT by working in violation of F-1 status, you may apply for reinstatement within the U.S. When you are reinstated, you must be in a valid status situation. For example, you must be a full-time student. If you lost status as a result of working in violation of F-1 status you can only regain F-1 status through travel, please consult with an advisor.

### ***When can I apply for reinstatement?***

- The application must be submitted within 5 months of the infraction. Outside of the 5 months requires detailed explanation and the SEVIS I-901 fee to be paid again. If the infraction occurred more than 1 year in the past, consult with an immigration attorney.
- You must be in a valid status situation (for example, full-time enrolled) when reinstated.

### ***How do I apply for reinstatement within the U.S. if I have not worked in violation of my F-1 status?***

- Speak with an advisor. You are required to review and sign a statement of understanding.
- Submit required documents and form to OIE for the Reinstatement I-20 to be issued.
- Sign I-20 after and advisor notifies you the I-20 is ready and mail your application directly to USCIS.
- OIE will notify you when USCIS has responded.

### ***How long does immigration take to adjudicate a reinstatement application?***

There is no set time. We estimate 9-12months, however, it could take longer.

### ***Am I allowed to register at UTA while immigration considers my application?***

Yes. And, in many cases, you MUST register. Speak with an Immigration Advisor during [advising hours](#) if you have any questions.

### ***Am I allowed to work while immigration considers my application?***

No. While your application is pending, you may not work on OR off campus.

### ***Am I allowed to work again after immigration approves my reinstatement?***

You will be eligible to work on campus immediately after USCIS approves your reinstatement. If you were enrolled full time for two long semesters, before you fell out of status, you will also be eligible to apply for practical training immediately after USCIS approves your reinstatement.

**Once you have talked with an immigration advisor about your situation and filled out the information on page 1, read, complete and submit the attached "Reinstatement Statement of Understanding" form along with this "Reinstatement to F-1 Status" form and documents listed to OIE by [email-international@uta.edu](mailto:email-international@uta.edu). Processing time *is 7-10 business days* once the advisor receives the complete request.**



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## Reinstatement

### Reinstatement Statement of Understanding

This form is only for use by those students who have already spoken with an immigration advisor in the Office of International Education about applying for reinstatement. Please read the following information and fill out the fields below.

I, (Print Student Name) \_\_\_\_\_, have consulted with an advisor from OIE at The University of Texas Arlington in regards to my immigration status.

I understand the following:

1. I have been informed of the options for regaining my student immigration status through either filing a reinstatement application with the United States Citizenship and Immigration Services (USCIS) or re-entry with a new I-20 (new SEVIS ID). I have chosen to file a reinstatement and am aware of the process for applying for reinstatement.
2. I understand that reinstatement to student status is not guaranteed. OIE will assist in issuing the reinstatement I-20 and list of required documents to send to USCIS. It is ultimately my decision to file for reinstatement. I understand that USCIS will decide whether reinstatement of my student status is warranted.
3. I understand that if USCIS requests information on my application, I must provide the requested documentation as quickly as possible (normally within 30 days) to USCIS. If I do not provide this information, then my reinstatement application will be denied.
4. I will check my UTA email for communications from OIE and will check [www.uscis.gov](http://www.uscis.gov) case tracker using my receipt notice number to check for notifications regarding my application.
5. I understand that if my reinstatement request is denied, then I will be given a date by which I must leave the U.S. Failure to leave by this date will result in serious immigration consequences (most likely deportation). I also understand that my visa will be automatically cancelled, and I may only apply for a new visa in my home country.
6. I understand that I must enroll full time each spring and fall while my application is pending and am not allowed to work on or off campus.

**I have fully read the above information and understand the regulations regarding this process:**

Signature:

Date:

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