



# International Student Admissions

## Reinstatement Application Process

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If an F-1 student fails to maintain their status and their SEVIS record is terminated, the student must immediately depart the United States or immediately file for reinstatement with U.S. Citizenship and Immigration Services (USCIS).

- Students should carefully consider their choice of applying for reinstatement within the U.S. versus departing the U.S. and re-entering with a new Form I-20. International Student Advisors cannot provide legal advice. Students are strongly encouraged to consult with an immigration lawyer with any questions regarding this decision. <https://www.uscis.gov/avoid-scams/find-legal-services>

### Re-entering the United States with a New SEVIS ID and Form I-20

- Students who have not maintained status inside the U.S. can choose to depart the United States and re-enter with a new Form I-20. Students must pay the SEVIS I-901 fee again. Contact [international@century.edu](mailto:international@century.edu) for more information about securing a new Form I-20 for re-entry.

### Remaining in the United States and Applying for Reinstatement

- USCIS may consider reinstating a student to F-1 status if all of the following apply:
  1. The student has not been out of status for more than 5 months;
  2. The student establishes, to the satisfaction of the USCIS, in a detailed letter that:
    - a. the violation of status resulted from circumstances beyond the student's control, or
    - b. the violation relates to a reduction in course load that would have been within International Student Services power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student;
  3. The student is pursuing or intending to pursue a full course of study in the immediate future at the school which issued the I-20; and:
  4. The student has not engaged in unauthorized employment.
- Approval of an application for reinstatement is at the discretion of the USCIS officer. Students should be aware that applications can be denied and usually cannot be appealed.
- Students applying for reinstatement cannot receive benefits from F-1 status, such as working on- or off-campus.
- If the application is denied, tuition may only be reimbursed according to Century College's tuition reimbursement procedures and deadlines. See [www.century.edu/cost-financial-aid/refund-policies](http://www.century.edu/cost-financial-aid/refund-policies) for more information.

\*See page 2 for steps to apply for reinstatement

*Century College is a member of Minnesota State. We are an affirmative action, equal opportunity employer and educator. This document can be available in alternative formats to individuals with disabilities by calling 651.773.1745 or emailing [access.center@century.edu](mailto:access.center@century.edu).*

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**A student who chooses to apply for reinstatement and commits to following the conditions of F-1 status at Century College must follow these steps:**

1. Student meets with the International Student Services (ISS) Coordinator to discuss reinstatement (bring along any supporting documents regarding the circumstances of the termination).
2. The ISS Coordinator will advise student on next steps.
  - a. Generally, this may include (re)applying to Century College and providing updated supplemental documents including but not limited to Financial Responsibility Form and supporting bank documents
3. If the ISS Coordinator agrees to recommend reinstatement, student will be issued a new Form I-20 (issued for reinstatement).
4. Student fills out Form I-539 and submits to USCIS with supporting documentation (Students are encouraged to consult an immigration lawyer for assistance submitting the I-539.)
5. Student submits copies of Form I-539 and all supporting documents to International Student Services at Century.

**Materials to submit with a reinstatement application:**

*Students must keep copies of all documents sent for their records and provide copies of all documents to Century College International Student Services.*

- Completed Form I-539 (Application to Extend/Change Nonimmigrant Status). The phrase: “reinstatement to F-1 status” should be written in Part 2, item 1 and the word “REINSTATEMENT” should be written at the top of the form in red ink. Form and official instructions at: [www.uscis.gov/i-539](http://www.uscis.gov/i-539)
- Form I-539 filing fee in a check or money order payable to U.S. Department of Homeland Security. Visit [www.uscis.gov/i-539](http://www.uscis.gov/i-539) for current fees.
- A letter from the student explaining the situation and requesting reinstatement.
  - o The letter should explain how the violation of status resulted from circumstances beyond their control, how failure to receive reinstatement will result in extreme hardship, or how the violation relates to a reduction in course load that would have been within the DSO’s power to authorize. Letter should also address intentions of pursuing a full course load for future semesters.
- Copy of financial documents demonstrating ability to pay for your studies, and support yourself while you are in the United States.
- 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.
- Copy of passport, visa, I-94 (for F-1 and any F-2 dependents)
- Students who have been out of status for more than 5 months will also have to pay a new SEVIS I-901 fee, and include proof of payment with their recertification application. Students who have been out of status for less than 5 months do not have to pay a new SEVIS I-901 fee.
- Form I-20, issued for reinstatement (issued by Century College DSO)
- If applicable, a DSO may choose to provide a letter recommending reinstatement

Student submits package to the filing address at: [www.uscis.gov/i-539-addresses](http://www.uscis.gov/i-539-addresses)

**Note: Students should not travel outside of the U.S. while the application is pending with USCIS as it will be seen as abandonment of the reinstatement application.**

While the I-539 application is pending with USCIS students MUST follow all regulations for F-1 students and maintain full-time enrollment at Century College. Students cannot transfer while reinstatement is pending. Students must remain enrolled at Century College.

*Students must provide copies of all documents/communications they receive from USCIS regarding their reinstatement application to International Student Services.*

International Student Services

651-779-3344

[international@century.edu](mailto:international@century.edu)

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