Application for Reinstatement
for F-1 Students Enrolled at UW-Madison

Important: If you have not maintained your F-1 status, you must meet with an ISS advisor regarding reinstatement. Please carefully complete the following information required for processing a new I-20 for reinstatement.

Name: ____________________________ UW ID#: ____________________________
   Family                              First
E-mail: ____________________________ Daytime Phone: ____________________________

Major(s): __________________________

Degree Level: _____________ (Level on current I-20) Expected degree completion date: ____________________________

You must attach financial documentation for a reinstatement I-20 request:

Current financial support documentation must have been produced within the last 12 months and must appropriately fund your program. Consult the budget sheet available for the current academic year.

Reason for reinstatement I-20 (check all that apply):

☐ Failure to apply for an extension by current I-20 expiry date.
   ✔ Attach the Extension Approval Form indicating new expected completion date.

☐ Failure to change level.
   ✔ Attach copy of change of level approval (unless change already reflected on My UW-Madison).

☐ Failure to complete transfer procedure.

☐ Failure to maintain full-time enrollment.

☐ Other: ____________________________
   (To be filled in by ISS Advisor only!) Initials

Date reviewed with ISS advisor: ____________________________ By: ____________________________
   Month/Day/Year

Note: After ISS completes the new I-20 for reinstatement, you will need to follow the instructions for sending your reinstatement request to USCIS as detailed on the attached page. Keep these instructions for your reference. If you have any questions regarding the reinstatement process, consult an ISS advisor.

Signature: ____________________________ Date: ____________________________
For ISS Use Only

Intake
☐ Pull file and print transcript.
☐ Assign this request to the advisor who met with the student unless that advisor will be unavailable in the near future (e.g., going on a scheduled vacation).

Advisor Review
Maintained full time status
☐ Yes  ☐ No
Financial support documents sufficient
☐ Yes  ☐ No  ☐ N/A
Extension Approval Form submitted if necessary
☐ Yes  ☐ No  ☐ N/A
Print SEVIS screen with Request ID number when generating Re-instatement I-20
☐ Yes
Written statement which includes the following:
✓ support, if appropriate, for the reinstatement and why,
✓ current academic status, and
✓ financial status.

Dispatch
☐ E-mail student for pick-up.
☐ Log out of fsa as completed task.
☐ Photocopy pages 1 and 3 of the new I-20 at pick up.
Instructions for Reinstatement

After you have met with an advisor, submit the completed first page of this application packet with the required supporting documentation. Keep this page for your reference. After ISS makes you a new I-20 for reinstatement, you will be contacted to pick up your document. You will then need to mail the following materials to the United States Citizen and Immigration Services (USCIS) to request reinstatement:

✓ Original of the new I-20 form, pages 1-3, produced for the purpose of Reinstatement.
✓ Photocopies of previous I-20s.
✓ Photocopies of passport identity, expiry, F-1 visa pages, and entry/exit stamps into and out of US.
   Note: if you changed your status in the US to F-1, you must enclose a copy of the approval notice (Form I-797).
✓ Original form I-94.
✓ Official transcripts from all schools attended in the US (each must be in a sealed envelope).
✓ I-539 form (available at ISS) and $290 fee. Fee must be a personal check, a money order, or certified bank check made out to the Department of Homeland Security.
✓ Financial support documentation.
✓ Written statement to USCIS which includes the following:
   ✓ chronological account of your history of education in the US (include the names and dates of all schools attended as well as F-1 status history),
     Note: if you were out of status in the past, you must include this information and whether or not you were previously reinstated),
   ✓ the reason that you are asking for reinstatement,
   ✓ the violation of status resulted from circumstances beyond your control and that failure to be reinstated would result in extreme hardship to you,
   ✓ you are currently pursuing or intend to pursue a full course of study at the University of Wisconsin-Madison,
   ✓ you have not engaged in unauthorized employment (unauthorized employment includes working more than 20 hours per week during the school term, working when enrolled for less than full-time load without having completed a “Exemption from the Full-time Enrollment Requirement” form, or working off-campus without ISS/USCIS approval), and
   ✓ you are not deportable on any ground other than overstaying or failing to maintain status.
✓ Written statement from ISS.

Mail the documents to the following address:

USCIS
P.O. Box 660166
Dallas, TX 75266

Additional Notes:
✓ ISS recommends that you make copies of all documents for your own records.
✓ Send the application by certified mail, return receipt requested. You will then have a record that USCIS received it.
✓ If you receive approval for your reinstatement from USCIS, bring the I-20 to ISS so we can make a copy for your file.
✓ If you receive notice that your reinstatement has been denied, please meet with an ISS advisor during walk-in advising. Consequences of a denial include the following:
   • Automatic cancellation of the visa you used to enter the US.
   • In the future, you will only be able to apply for nonimmigrant visas in your country of citizenship or permanent residence.
   • You will begin to accumulate days of “unlawful presence”. If you remain in the US after the denial for more than 180 days, you will be barred from returning to the US for three years. If you remain in the US for one year or more, you will be barred from returning to the US for ten years.