

Reinstatement Application

What is “Reinstatement”?

Reinstatement is a procedure that allows you to explain the circumstances that caused you to violate the terms of your F1 student status by filing an application with the U.S. Citizenship and Immigration Services (USCIS). USCIS recognizes that students experience problems while pursuing their education in the U.S. You must be able to convince USCIS either that your violation of status resulted from circumstances beyond your control, or that it relates to a reduction in course load that your international student advisor would have been able to authorize due to qualifying academic or medical reasons.

How does a violation of status affect you?

- 1. Your F1 status has been terminated in SEVIS and you need to take action to regain your F1 status.** You may continue your full-time studies as usual while your reinstatement application is being processed by USCIS.
- 2. Your privileges and benefits as an F1 student are terminated** until you are reinstated, *including on and off campus employment.*
- 3. It may take up to several months** for USCIS to answer your application. You must continue your studies while you are waiting.

Is there another option instead of reinstatement?

Travel Option:

If you have plans to travel in the near future, we may issue you a new Form I-20 to travel and resume your F1 status through reentry to the U.S. This option is particularly useful if you believe that you will not succeed at reinstatement. However, there are some restrictions. Be sure to discuss this option with us so you may be clearly advised of its “pros” and “cons”.

What are the rules for getting reinstated?

If you:

- 1. have not been in violation of your F1 status for more than five months.** If you have, you are considered to be ineligible for reinstatement unless you can prove that your failure to file a timely reinstatement application was the result of exceptional circumstances and that you have filed as promptly as possible considering these circumstances.
- 2. do not have a record of repeated or willful violations of F1 status.**
- 3. are currently enrolled, or intending to enroll in the next semester.**
- 4. have not worked without authorization.**
- 5. are not in removal proceeding from the U.S.**
- 6. must complete an application and write a CONVINCING explanation of what happened and why the violation was not your fault, or DEMONSTRATE that you would have qualified for an authorized reduced course load due to a qualifying academic or medical reason had you applied in time.** Saying that you did not know that you were violating your status will not convince the Immigration officer. You are responsible for knowing the rules for maintaining your status and obeying them.
- 7. Evidence is crucial to a successful reinstatement.** If you can think of any kind of evidence such as a letter from your academic advisor, former designated school official, Newspaper clippings about conditions at home, or an affidavit from someone who is familiar with the circumstances that caused the violation, it would be very helpful to your application.
- 8. A new Form I-20 is required for your reinstatement application.** If your I-20 was issued a year ago or if your violation status had anything to do with finances, you will need to complete a new application for a Form I-20 and present new evidence of your financial ability to support the costs of studying and living in the U.S. for each year of study remaining in your program.

Application Procedure

- Complete “**Reinstatement Request Form**”. Make sure you provide us your current address and major so that we can update in SEVIS.
- New financial documents for your I-20 (Page 4-7).
- Complete “Application to Extend/Change Nonimmigrant Status (Form I-539). You can download **Form I-539** from USCIS website: go to ***www.uscis.gov*** and click “**Immigration Forms**” and download “**Form I539**” or ***http://www.uscis.gov/files/form/i-539instr.pdf***.
- Complete “**Attachment to Form I-539**” or **write your own explanation letter**. You are pleading with Immigration to permit you to continue your studies at Nassau Community College. You must write your request with that in mind. It is up to you to convince the Immigration Officer who will review your application that you qualify for reinstatement.
- **\$290.00** Form I-539 Fee in the form of a money order or personal check. Make it payable to the USCIS.
- Evidence. If any, attach documents that prove your case.
- Photocopies of all previous Forms I-20 you have been issued by Nassau Community College and former schools.
- Original I-94 (Departure Record). Remove it from your passport carefully. A photocopy is not accepted by the Immigration. If you have lost your I-94, you must apply for a replacement by filing Form I-102 or I-824. More information, please speak to the advisor.
- Attach your transcript and/or registration for the current and or next semester.

New F1 Transfer Student to NCC only

If you fell out of status with your previous school, please get a letter from your previous designated school official (DSO). The following information should be included on a letter:

1. A chronological, dated, detailed explanation of the events that led up to your failure to maintain status
2. Date you fell out of status
3. Date DSO became aware of your failure to maintain status
4. Date you first contacted the DSO to resolve the issue
5. Have you engaged in unauthorized employment to your knowledge?
6. Reason(s) why you are being recommended for reinstatement

Reinstatement Request Form

TODAY'S DATE: _____

NAME: _____

NCC- ID #: N _____ SEVIS ID#: N _____

I-94 (Admission) #: _____ Passport Expiration Date: _____

LOCAL ADDRESS: _____

TELEPHONE #: _____ E-mail: _____

MAJOR: _____

STATEMENT OF FINANCIAL SUPPORT

TOTAL ESTIMATED COSTS FOR the Fall 2011 to the Spring 2012

Tuition/Fees	\$	7,774.00
Living Expenses	\$	16,984.00
Health Insurance	\$	1,400.00
Books/Supplies	\$	1,400.00
TOTAL	\$	27,528.00

If you have your spouse with you, add \$3,800

If you have your children with you, add \$3,400 per child to the total

COMPLETE THE WORKSHEET FOR FINANCIAL SUPPORT:

1. Personal Funds: Amount of money in YOUR name	\$	
2. Financial Support: Money given to you by your sponsor	\$	
3. Free Room & Board Sponsor: (a sponsor with whom you will live free of any charge)	\$	12,662.00
less		
TOTAL AMOUNT OF MONEY AVAILABLE TO ME EACH YEAR	\$	

ALL DOCUMENTS MUST BE ORIGINALS, NO PHOTOCOPIES. ALL DOCUMENTS MUST BE TRANSLATED IN ENGLISH. ELECTRONIC BANK STATEMENTS ARE NOT ACCEPTABLE.

INSTRUCTIONS FOR COMPLETING PAGE 3

SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources for every year of study in the United States. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is only allowed on campus and is very limited. You cannot require any type of service to be performed in exchange for this benefit.

HOW TO COMPLETE THIS FORM:

Fill this form out completely in English. Promise only the amount of money you are able to give.
Attach the documentary evidence of support explained below.
Sign the affidavit in front of a notary public or the appropriate official in your country.

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM OF STUDY BY ATTACHING ALL THE FOLLOWING DOCUMENTS (if all of these documents are not attached, your support will not be considered):

Documents must be:

A letter from the bank with account information & balance OR an official/original bank statement (Electronic bank statements are NOT accepted)

Originals, less than 3 months old at the time of application

INSTRUCTIONS FOR COMPLETING PAGE 4

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD AND PROOF OF FINANCIAL CAPABILITY

WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food for every year he/she is studying and living in the U.S. You cannot require any type of service to be performed in exchanged for this service. You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the document you have attached.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force the students to drop out of school and cause unnecessary hardship. Do not expect that the student will be able to help support the costs through employment. Employment is only allowed on campus and is limited.

HOW TO COMPLETE THIS FORM:

1. Complete this form entirely in English.
2. Attach the documentary evidence of support as explained below.
3. Sign the affidavit in front of a notary public or other licensed official in your country.

PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM OF STUDY BY ATTACHING:

For Homeowners: Photocopy of your deed and/or tax bill

For Renters: Photocopy of rent receipts or lease agreements

Documentation required proving you are the owner or renter of the home

International Student Affairs
NASSAU COMMUNITY COLLEGE
ONE EDUCATION DRIVE
GARDEN CITY, NY 11530-6793
TELEPHONE # (516) 572-7053 FAX # (516) 572-9864
E-mail address: ISAOFF@ncc.edu

SWORN STATEMENT OF FINANCIAL SPONSORSHIP

I, _____ promise that for each year of his/her program of
Sponsor
study,

_____ Student
will receive money from me in the amount of \$_____.

(Please specify the amount. Do not leave it blank)

Home Phone Number _____ Cell Phone Number _____

Relationship _____
(Parent, spouse, relative, friend)

I understand that this is a legal document. By signing and notarizing this paper, I am liable for providing this student with financial sponsorship for every year of his/her study. I will not require any type of service to be performed in exchange for this benefit.

I am attaching the following documents to prove my financial responsibility:

- Bank Statement **(Mandatory, Original not a copy, less than 3 months old)**
And / Or
- Tax return or a copy of your W-2 form(U.S. Resident only), Proof of employment or Pay stubs **(These documents are optional.)**

I swear that the information I have provided above is true and correct:

Signature of Sponsor _____

Sworn and subscribed before me this day: _____

Signature of
Notary _____

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SWORN STATEMENT OF FREE ROOM & BOARD

I, _____ promise that _____
(sponsor) (student)

and _____ will live free of any charge with me in my home
(dependent' name, if applicable)

for every year of study that he/she attends Nassau Community College.

Home Address _____

City _____ State _____ Zip Code _____

Home Phone # (____) _____ Cell Phone #(____) _____

Relationship to the student: _____
(Parent/Spouse/Relative/Friend)

I understand that this is a legal document. By signing and notarizing this paper, I am liable for providing this student with a place to live free of charge for every year of his/her study. I will not require any type of service for this benefit.

I am attaching the following documents to prove my free room and board responsibility:

- A copy of my rent agreement or rent receipt
- or
- A copy of the deed of ownership to my residence or tax bill

I swear that the information I have provided above is true and correct:

Signature of Sponsor _____

Sworn and subscribed before me this day: _____

Signature of Notary _____

I deserve reinstatement to F1 student status because:

If I am not reinstated,

Student's signature

Date



Disclaimer

Date: _____

I, _____, understand that I am on violation of my F1 status and the Office of International Student Affairs (ISA) is only helping me to file the application for reinstatement. I understand that ISA cannot guarantee the successful outcome of my reinstatement.

While reinstatement is being processed, I must study full-time and follow F1 regulations. Otherwise, my reinstatement application will be canceled.

If the case is approved, I will continue studying full-time. If the case is denied, I understand that I need to consult with an immigration attorney regarding my case or depart the U.S.

Signature of Student