

LAMAR UNIVERSITY
REINSTATEMENT PROCEDURES
Department of Homeland Security
United State Citizenship & Immigration Services (USCIS)
8 CFR 214.2 (f) (16)
Revised: October 15, 2013

Department of Homeland Security (USCIS) Director may consider reinstating an F-1 student who makes a request for reinstatement on Form I-539, Application to Extend/Change Non-immigrant Status, accompanied by a properly completed SEVIS Form I-20 indication the PSDO's recommendation for reinstatement. The district director may consider granting the request if the student:

- A. Has not been out of status for more than 5 months at the time of filing the request for reinstatement (or demonstrates that the failure to file within the 5 month period was the result of exceptional circumstance and that the student filed the request for reinstatement as promptly as possible under these exceptional circumstances);
- B. Does not have a record of repeated or willful violations of Service regulations;
- C. Is currently pursuing, or intending to pursue a full course of study in the immediate future at the school which issued the Form I-20;
- D. Has not engaged in unauthorized employment;
- E. Is not deportable on any ground other than section 237 (a)(1)(B) or (C)(I) of the ACT;
- F. Establishes to the satisfaction of the Service, by a detailed showing, either that:
 - The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of institution, a natural disaster; or inadvertence, oversight, or neglect on the part of the PSDO/DSO, but do not include instances where a pattern of repeated violation or where a willful failure on the part of the student resulted in the need for reinstatement; or
 - The violation related to a reduction in the student's course load that would have been within a PSDO/DSO's power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student;

If the Service reinstates the student, the adjudication officer will update SEVIS to reflect the decision. If the Service does not reinstate the student, the student may not appeal the decision.

FINAL RULE: Specifies two specific grounds of eligibility for reinstatement. This new provision makes students that have been out status for more than 5 months ineligible for reinstatement, unless they can show exceptional circumstances. The final rules tightens the criteria for what constitutes "beyond the student's control," but does recognize certain failures on the part of the PSDO/DSO as circumstances beyond the control of the student. The only ground for reinstatement that does not depend on circumstances beyond a student's control are situations where the student reduced his or her course load without prior PSDO/DSO approval, and where the reduced course load (RCL) would have been in the PSDO/DSO's power to authorize. To qualify for reinstatement on this ground, the student would have to also show that not being reinstated would result in "extreme hardship" to the student.

LISTED BELOW ARE THE DOCUMENTS THAT ARE REQUIRED TO FILE FOR REINSTATEMENT:

1. Reinstatement Biographical Application
2. Form I-539 ([Click here](#) to download)
3. \$370.00 **Money Order** made payable to: Department of Homeland Security (Do Not Abbreviate)
4. All previous I20s and current I20
5. Written letter by the student stating reasons of being out of status
6. Written documentation from the student's Chairperson or Academic Advisor, stating student's academic status and length of time needed to complete degree
7. Form I-94 Arrival/Departure Card
8. Copies of all biographical and visa pages of passport
9. Financial statement ([Click here](#) to see LU's financial form for the amount)
10. Lamar University official transcript showing all course work and grades

NOTE: If you were required to enroll and complete a Lamar Language Institute developmental academic English course, you will need to submit enrollment verification from that department

After you have submitted all of these documents to the International Office and if all meets with Lamar University's policies and USCIS' federal regulations, a SEVIS I20 will be issued. You will be required to sign the document. After signing, all documents will be sent to the Houston District Office for processing.

Attention International Students: *The International Student Services Office will only correspond with you using your Lamar University Email Account (MyLamar.Edu). It is your responsibility to check your email daily, to receive updates and/or additional requirement about your reinstatement.*

LAMAR UNIVERSITY
REINSTATEMENT
BIOGRAPHICAL APPLICATION
OCTOBER 15, 2011

PLEASE PRINT:

LUID NO: _____ SEVIS NO: N _____

Name: _____
LAST FIRST MIDDLE

US Street
Address: _____

Date of Birth: _____ (MM/DD/YEAR) Gender: Female Male

Birth Country: _____ Country of Citizenship: _____

Passport No: _____ Date of Expiration: _____ (MM/DD/YEAR)

Visa No: _____ Visa Expiration: _____ (MM/DD/YEAR)

I-94 No: _____

Level of Study: Bachelors Masters Doctor PhD LLI Program

Major Program of Study/Branch: _____

Driver's License No: _____ Issued by State of: _____

Telephone No: _____ Social Security No: _____

PLEASE PRINT:

MyLamar email address: _____@my.lamar.edu

Student's Signature

Date