



NATIONAL AMERICAN UNIVERSITY

Application Process for Reinstatement

A student who has violated status may be reinstated to lawful F1 status at the discretion of a BCIS District Director if the student can establish the following:

- Establishes to the BCIS Director that the violation of status was beyond the student's control or failure to receive reinstatement would result in extreme hardship to the student.
- Is currently pursuing (or intends to pursue) a full course of study at the school that issues the I-20.
- Has not engaged in unauthorized employment.
- Is not deportable on any ground.

The student should first discuss his or her case in with a DSO who will assess the case and recommend the student apply for reinstatement. Students that have been out of status for more than five (5) months may be advised to leave and re-enter the US with an approved I-20.

The following information must be forwarded to the system director for international admission.

- Completed NAU International Admissions packet, if applicable.
- Student will complete and sign Form I-539, writing in Part 2 item 1 the phrase "reinstatement to F-1 status." Form I-539 can be downloaded from the BCIS website at www.bcis.gov.
- Student will write a letter of explanation to BCIS stating why the student is out of status, the reason for the status violation, the effect on the student of failure to receive reinstatement, a statement that he or she is currently pursuing a full course of study and specifically request the BCIS to reinstate him or her to F1 student status.
- Copy of both sides of Form I-94.
- Copy of financial support documents that supported issuance of Form I-20. This may include personal bank account information and/or sponsor bank account information. For new applicants, this would be enclosed in their admissions packet.
- Copies of previously issued I-20's.
- Copies of passport and visa pages.

The system director will then return all documentation needed for the reinstatement application. The student will be required to send the entire application to the BCIS Service Center. The packet should include:

- Completed Form I-539.
- Form I-539 processing fee of \$140 made payable to the BCIS.
- Student's letter of explanation.
- Original SEVIS I-20 – The entire form will be submitted in the reinstatement application. The SEVIS I-20 will be notated that it is to be used for a reinstatement application. The student and DSO will need to sign both copies. The I-20 is only issued if the student has provided documents necessary to issue Form I-20 including updated financial support documents, if necessary.
- Copy of I-94, front and back.
- Copies of financial support documents that supported the issuance of Form I-20.
- Optional DSO letter in support of the application.

The student will mail (or walk-in) the application packet to the BCIS local district office.
