



## **ASSEMBLY INSTRUCTIONS FOR YOUR REINSTATEMENT APPLICATION**

1. Sign and date page 1 of the I-20.
2. Include with your application the I-539.
3. Attach to the first page of the I-539 application form a check payable to Department of Homeland Security in the amount of \$290.
4. Assemble your packet in the following order and enclose originals where indicated:
  - G-1145 (optional)
  - SEVIS Fee Receipt (if you have been out of status more than five months).
  - I-539 application (original) with \$290 application fee attached to first page.
  - I-20 (copy).
  - Proof of funding (originals or copies of the Austin College Certification of Finances and bank statements). Foreign currency denominations should be converted into U.S. dollars. Include evidence of the source for the currency conversion and exchange rates such as an internet printout.
  - Copies of your immigration documents (passport, visa, front & back of I-94).
  - Copy of all academic transcripts from your studies in the United States
  - Copy of all I-20s from all institutions you have attended in the United States
  - A letter of explanation. The letter should include the following:
    - The reason that you are asking for reinstatement
    - That the violation resulted from circumstances beyond your control or failure to apply in a timely fashion for a reduced course load authorization
    - An explanation of why failure to receive reinstatement would result in extreme hardship
    - A statement that you have never been employed without USCIS authorization
    - That you are currently pursuing or intend to pursue a full course of study in the next long semester
  - Any other documentation that might help establish the nature of the violation
5. We will receive a receipt notice from USCIS about 2-3 weeks after you mail the application and it will contain your application case number. Our office staff will automatically send you an email requesting you to come in and pick up your receipt notice. If you cannot pick it up, you can reply to the email and provide us with a mailing address so we can send it to you. The same procedure will occur for your change of status approval notice.