



International Student  
Admissions & Programs  
westga.edu/isap

# Reinstatement | Instructions

v. 2.2020

## Overview

*Reinstatement* is a process for international students in terminated immigration status to formally ask the U.S. government to restore their status to “active” - while remaining in the U.S.

- Please also see “[Fixing Terminated Status](#)” on the ISAP website.

## Required Forms & Fees

- I-20 Certificate of Eligibility for Nonimmigrant Student Status
- I-94 Arrival / Departure Record
- I-539 Application to Extend / Change Nonimmigrant Status
- I-797C Receipt for Payment
- I-797 Notice of Action (Approval or Denial)
- \$370 USCIS Filing Fee

## Steps for Student

1. Complete the ISAP Reinstatement Request Form
2. Prepare supporting materials (see below).
3. Submit the ISAP Reinstatement Request form + supporting materials to ISAP for review.  
- ISAP then updates SEVIS to generate your form I-20 indicating “Reinstatement Requested”
4. Mail your entire petition to USCIS with payment.
5. Receive Form I-797C from USCIS within 2 weeks. Provide copy to ISAP.
6. Wait 6-8 months for USCIS processing and I-797 via U.S. mail. Notify ISAP.

## Supporting Materials

- A. Personal Statement: written by student to provide compelling information about the circumstances leading to loss of status, consequences of not being, goals and how status will be maintained if requested is approved. Provide evidence for all claims of circumstances beyond your control i.e. (catastrophe, war, sudden currency devaluation, medical bills, etc...)
- B. I-901 payment receipt. Free copies available at: <https://fmjfee.com/i901fee/index.html>
- C. Filing fee of \$370.00, payable with U.S. personal check or U.S. money order.
- D. Current Financial Documents no older than 3 months old to document at least US \$32K. All funds from sponsors or non-personal sources must be accompanied by affidavit of support.
- E. Photocopies of: unexpired passport bio page and F1 visa
- F. I-20, current and all previous versions.

## Important

*Missing documents or signatures will result in denial of your application and loss of USCIS fee. Be sure to work with ISAP or a qualified attorney to ensure a well-prepared packet before mailing it in.*