

UNIVERSITY OF WYOMING

International Students and Scholars

Dept. 3228, 1000 E. University Avenue • Laramie, WY 82071
(307) 766-5193 • fax (307) 766-4053 • e-mail: uwglobal@uwyo.edu
www.uwyo.edu/iss/

APPLYING FOR REINSTATEMENT WITH USCIS

There are many reasons that a student may become out of status with USCIS. Once a student is out of status with USCIS, they must leave the US immediately, choose to remain out of status, or apply for reinstatement with USCIS. ISS staff will help a student apply for reinstatement by reviewing their documents and submitting the reinstatement petition to USCIS.

QUALIFYING FOR REINSTATEMENT:

- Student must be otherwise maintaining status at the time of petition for reinstatement.
- If the student was suspended from UW, they must first be reinstated by UW.
 - Student must register for a full course of study before filing the petition
- If a student cannot/will not continue classes at UW, they may transfer to a different institution and that institution would help them file for reinstatement to USCIS.
- Student may not work while waiting for reinstatement. As soon as the SEVIS record is terminated the student should stop working and not resume working until the reinstatement approval is received from USCIS. The reinstatement petition requires the student to verify whether they have been employed during their period of being out of status.

HOW TO APPLY – What to bring to your appointment with ISS:

- Completed Form I-539, Application to Extend/Change Nonimmigrant Status. Form and instructions can be downloaded from the ISS site or from www.uscis.gov.
- Provide documentation of the circumstances that caused you to be out of status;
 - The student can write a statement describing the circumstances and should also explain how they plan to maintain their status in the future.
- Official transcript from the Office of the Registrar (must be in the sealed envelope).
- Proof of financial support for the next full academic year.
- Current I-94 and Travel History from www.cbp.gov/i94.
- All passports/visas and I-20s for the period of F-1 status in the US. If you changed status while in the US include I-797 approval notice and any other relevant paperwork.
- Check or money order for \$370 payable to US Department of Homeland Security.
- When all documents have been completed and assembled, make an appointment with ISS to submit your application. ISS will review your documents and offer suggestions for additional information needed or issue a new I-20 for reinstatement and mail your application to USCIS for you.

Contact ISS for more information.