

**Vermont Service Center
Reinstatement CHECKLIST**

- NEW Reinstatement** SEVIS Form I-20A-B or I-20 M-N signed and dated by DSO and student. (Must be original; not a photocopy. This will be endorsed and returned to the student if the reinstatement is approved.)
- Complete copy of all I-20's issued for any periods of student status (including pre-SEVIS.)
- Written letter of recommendation by DSO, to include chronological history of student status and the date the student fell out of status. If the student dropped below a full course load, DSO should provide an explanation as to whether he/she would have authorized a reduction.
- Official School transcripts and evidence that the student is currently enrolled and/or registered. (If transcripts are not available, DSO should provide a written explanation.)
- Original** Form I-94, arrival/departure document. (This will be endorsed and returned if the reinstatement is approved. If student has lost, mutilated or destroyed the original Form I-94, the student must file Form I-102, with fee, to the Vermont Service Center.)
- Copy of the personal data pages of passport showing the current expiration date, visa page, and latest United States admission stamp.
- Evidence of any previously authorized employment. (Copy of DSO authorization for CPT, copy of approval notice and/or EAD for OPT or economic hardship etc.)
- A letter from the applicant explaining why he or she fell out of status, and how it was beyond their control, as well as evidence to support their claim.
- If failure to maintain status was due to medical reasons, student should provide a statement outlining their circumstances, and documentary evidence to support their claim. (To include a statement from attending physician/medical facility describing condition, prognosis, plans for future treatment; hospital admission/discharge forms; test results, treatment records; appointment verification documents describing reason for visit, diagnosis, the actual treatment and prognosis.)
- If student has been arrested, submit a police clearance letter from the jurisdiction where arrested, a certified copy of arresting officer's report and a certified copy of the court disposition.
- Evidence of the student's financial ability to attend school in the United States, such as bank letters or bank statements. **OR**, Affidavit of Support, Form I-134, and the sponsor's supporting documents, such as bank letters, bank statements, tax returns, and W-2's.
- If student answered yes to Part 4, Item 3(e) of the Form I-539 "Have you, or any other person included in this application, done anything that violated the terms of the nonimmigrant status you now hold?", submit an explanation.
- Completed Form I-539. (Write **REINSTATEMENT** in bold at the top of the form. In Part 2, Item 1, check off "C - Other" and for "Describe grounds of eligibility" write "F1 Reinstatement")
- Money Order or Cashiers Check for \$200.00 made payable to U. S. CIS.
- Send entire packet to your local U.S. CIS Office, clearly labeled "**REINSTATEMENT**" on outside of envelope.