

Congratulations on your acceptance to Liberty University! The reinstatement process can seem complicated, but our International Office is here to help. You might also have other options for attaining F-1 status. Please contact us at (434) 592-4118, or e-mail mystatus@liberty.edu to receive help filling out these forms and sending in your application.

General Information

This form is given to international students that have lost their F-1 Status while at Liberty university or at another institution. Student must choose one of these options in order to regain F-1 status:

- Leave the U.S. with a new I-20 and apply for Reentry at the U.S. Border. By choosing reentry, students will be given a new F-1 record, which may make them ineligible for some F-1 benefits (example: last semester OPT).
- Students may choose to remain in the U.S. and apply for Reinstatement of Status. If a reinstatement application is approved, the F-1 record is changed back to Active and the student regains all of their previous F-1 benefits.

Eligibility

1. Student has been out of status for **less than** five (5) months
2. The violation of status was solely due to circumstances beyond student control or failure to be reinstated would result in extreme hardship.
3. The student is pursuing, or will in the next available term be pursuing, a full course of study
4. Student has not been employed without authorization.
5. Student is not in removal proceedings.

Deadlines

1. Students must be readmitted to LU **before** filing for reinstatement.
2. Students interested in reapplication to Liberty:
 - a. Pay past balance in full
 - b. Give adequate time for acceptance (**60-90 days**)
 - c. Provide new financial documents of support for a new I-20
 - d. Students should be aware that application for readmission must be approved by Student Accounts, Financial Aid, Dean of Men/Women, Registrar's Office and (at the end) International Admissions.
 - e. Students will be admitted under the current Degree Completion Plan and may not receive the same scholarships they previously were awarded.
3. The US CIS must receive the application for reinstatement **before** the five month deadline!

Application Steps

1. Apply for readmission and gain acceptance into Liberty University through the International Admissions Office.
2. Begin working with an International Student Advisor in the Office of International Student Services to complete the Reinstatement application – call 434-592-4118 for assistance.
3. Complete/gather all Required Documents listed below.
4. Submit all Required Documents to the International Student Advisor for review.
5. The International Student Advisor will issue a new Reinstatement I-20 and return your completed application to you.
6. Mail the application to USCIS by FedEx within 20 days of receiving the packet.

USCIS
ATTN: I-539
2501 S. State Highway 121 Business
Suite 400
Lewisville, TX 75067
7. Receive a receipt of application from USCIS in about 4 weeks after you mail the application.
8. Receive your approval from USCIS in 3-4 months from the date USCIS received the application.
9. Submit copies of your newly stamped I-20 and new I-94 to the International Student Advisor.

****NOTE: This last step is extremely important! Your F-1 status may be terminated if you forget this step! ****

Required Documents

1. I-539 completed application found at www.uscis.gov in the “Forms” section
2. I-134 Current affidavit of financial support found at www.uscis.gov in the “Forms” section (only if your sponsor is living in the United States)
 - a. Official Bank Statement (not from online) showing total amount on I-20
 - i. Documents should be verified and dated less than 6 months old
 - ii. It is better to show as much as you can (more than one year if possible).
 - b. Letter of support from sponsor stating their intentions of supporting you
 - c. Letter from sponsor’s employer stating the following:
 - i. How long your sponsor has been employed
 - ii. If the sponsor’s employment is temporary or permanent
 - iii. How much your sponsor is paid each year
3. Passport and visa (color copies)
4. Original I-94 (Small white card in passport -Original will be sent to US CIS)
5. All I-20s (color copies)
6. Official transcript(s): Showing previous and any current enrollment at LU or any other school
7. Enrollment Verification: Letter from the LU Registrar’s Office verifying the student is enrolled for full-time the coming semester.
8. Money order made out to US DHS for \$370.00
9. Letter & Supporting evidence
 - a. Student letter: Letter should answer the following questions:
 - What date did you arrive in the United States?
 - In what status were you first admitted?
 - How long have you been a student in the United States?
 - What date did you lose your F-1 nonimmigrant status?
 - What date did you realize you were no longer in valid F-1 non immigrant status?
 - What date did you contact the designated school official to resolve the problem?
 - Submit a statement detailing why you feel that the violation of your status resulted from circumstances beyond your control.
 - Submit a statement detailing how or why a failure to approve your reinstatement to F-1 status would result in extreme hardship.
 - b. Letter from DSO with chronology of events leading up to termination, reason for recommending reinstatement, date student fell out of status, date DSO became aware, date student contacted DSO.
 - c. Evidence: Student can choose to include any supporting evidence he or she feels will support their case, although they are not required. Examples:
 - i. Letters and documents from the sponsor to support the case.
 - ii. Letters and documents from all universities you have attended stating:
 - Chronological, dated, detailed explanation of the events that led up to the student’s failure to maintain status.
 - Date the student fell out of status.
 - Date the student contacted the DSO to resolve the issue.
 - (School assisting with the Reinstatement) Why is the student being recommended for reinstatement?
 - iii. Newspaper articles or other relevant information.

Dependents

Reinstatement for dependents can be included with the primary reinstatement application at no extra charge.

1. Fully complete F-1 reinstatement application
2. Separately paperclip dependent info as follows. Put each person’s information separately with reinstatement I-20 and I-94 on the top of each. Support letter can precede dependents.
 - a. Dependent I-20s (past and present)
 - b. Passports and visas
 - c. Original I-94s to send to US CIS
 - d. Letter noting that support at \$5,000 per dependent is either included as a part of student affidavit of support OR separate affidavit of support.