

REINSTATEMENT CHECK LIST

Student provides:

- 1) Form 133
- 2) Request for SEVIS I-20 – Form 122
- 3) Appointment with an ISSI advisor

CIS requires:

- 1) \$300 Money order payable to U.S. Citizenship and Immigration Services
- 2) SEVIS I-20
- 3) Copy of all previous I-20's
- 4) Copy of passport
- 5) I-94 –original
- 6) Financial documentation
- 7) Proof of registration
- 8) Letter of support from academic advisor or Dean
- 9) Letter written by student– must include the following:
 - a) Why out of status
 - b) Reason for status violation (emphasize circumstances beyond your control).
 - c) Effect on you (student) if you do not receive reinstatement
 - d) Statement stating that you are currently pursuing a full course of study
 - e) Specifically requesting that you be reinstated
- 10) Letter of Support from ISSI advisor
- 11) Form I-539
- 12) SEVIS fee, if reinstatement is requested beyond five months. Fee can be paid at <http://www.ice.gov/graphics/sevis/i901>
- 13) Other _____

Mail application to:

U.S. Citizenship and Immigration Services
Vermont Service Center
75 Lower Weldon Street
Saint Albans, VT 05479-0001