



REINSTATEMENT

Application Procedure

1. Fill out the application and pay the \$150 non-refundable application fee.
2. Send us an original bank statement documenting that there is more than \$17,000 USD in your account (add \$5,000 USD per dependent).
 - ★ If you have a sponsor in the U.S., send his/her bank statement along with a completed I-134 form (<https://www.uscis.gov/i-134>). If your sponsor is outside the U.S., get a Financial Affidavit from that country that is confirmed by a public notary.
3. Send us a copy or scan of:
 - Current school's I-10 and any other I-20(s) you have
 - Your passport and Visa
 - Form I-94
4. Complete Reinstatement Form: I-539 electronically and save it in case you need to make changes (<https://www.uscis.gov/i-539>):
 - Write "REINSTATEMENT" in red ink at the top of the form.
 - In part 2, Question 1, check "c", and write "Reinstatement to F1 Status"
 - If you have dependents, include them in the application.
5. Bring the original transcripts from all of the schools you attended.
6. Bring a cover letter explaining the following:
 - a. Why did you fall out of status?
 - b. Why were the circumstances for the termination beyond your control?
7. Evergreen Academy will write you a recommendation letter.
8. Required payments:
 - ❖ **Application fee (non-refundable): \$150**
 - ❖ **Processing fee (non-refundable): \$600**
 - ❖ **Separate Check / Money Order (non-refundable) written out to the department of Homeland Security: \$370.**
 - Total: \$1120.00**
9. We will then give you the Initial I-20: Reinstatement Requested.
10. You must continue to study in good status while this application is pending.