

Instructions for Reinstatement

After you have met with an advisor, submit the completed first page of this application packet with the required supporting documentation. **Keep this page for your reference.** After OIE makes you a new I-20 for reinstatement, you will be contacted to pick up your document. You will then need to mail the following materials to USCIS to request reinstatement:

- ✓ Original of the new I-20 form, pages 1-3, produced for the purpose of Reinstatement
- ✓ Photocopies of previous I-20s
- ✓ I-539 form (attached) and \$195 fee. Fee must be either a money order or certified bank check made out to “USCIS”
- ✓ Financial support documentation
- ✓ Original form I-94
- ✓ Written statement to USCIS which includes the following:
 - the reason that you are asking for reinstatement
 - how long you have been out of status
 - the violation of status resulted from circumstances beyond your control and that failure to be reinstated would result in extreme hardship to you
 - you are currently pursuing or intending to pursue a full course of study at the University of Wisconsin-Green Bay
 - you have not engaged in unauthorized employment (unauthorized employment includes working more than 20 hours per week during the school term, working when enrolled for less than full-time load without having completed a “Exemption from the Full-time Enrollment Requirement” form, or working off-campus without OIE/USCIS approval)
 - you are not deportable on any ground other than overstaying or failing to maintain status
 - you have been in contact with the OIE office regarding your case (please provide examples, e.g., you meet with an OIE advisor regarding this matter, you have been in e-mail contact, etc.).

Mail the documents to the following address:

USCIS Milwaukee
Attn: Student Officer Joe Barczyk
310 East Knapp Street
Milwaukee, WI 53202

Additional Notes:

- ✓ On your envelope, in the lower left-hand corner, please write **REINSTATEMENT**.
- ✓ OIE recommends that you make copies of all documents for your own records.
- ✓ Send the application by certified mail, return receipt requested. You will then have a record that USCIS received it.
- ✓ When you receive your reinstatement from USCIS, bring the I-20 to OIE so we can make a copy for your file. If you receive notice that your reinstatement has been denied, please meet with an OIE advisor immediately.