APPLYING FOR REINSTATEMENT (I-539)

Please gather the following documents and make an appointment with the International Student Advisor at the McGlothlin Center for Global Education and Engagement by calling (540) 831-6200 or emailing globaled@radford.edu.

Required Documents

- Affidavit of Support (if financial statements are in the names of someone other than the student)
- Original bank statement (The bank statement must be less than 6 months old, original and in English)
- Copy of I-94 (print a copy at: https://i94.cbp.dhs.gov/I94/#/recent-search)
- Copy of passport page
- Copy of visa
- Copies of all previous I-20s or DS-2019s
- I-539 application (Go to www.uscis.gov, click on "Forms" and search for I-539)
  - Use the following address for Part One of the form:
    Radford University
    McGlothlin Center for Global Education and Engagement
    PO Box 7002
    Radford, VA 24142
- Letter explaining why you should be reinstated, including the reason your record was terminated
- Official and original acceptance letter from academic program
- USD $370 application fee for I-539 in the form of a personal check or money order, payable to the *U.S. Department of Homeland Security*
- I-20 (Provided by the International Student Advisor during your appointment)

Mailing the Reinstatement Packet

After your appointment with the International Student Advisor, the advisor will mail your packet on your behalf. The packet can be sent via regular mail.

Important Notes

- You **must continue to study** while your reinstatement is pending. It often takes 4-6 months to process the reinstatement application.
- You must submit your reinstatement application within five months of your termination.
- If you leave the country while your application is pending, your application will be considered "abandoned" and it will be cancelled.
- You may check the progress of your application at www.uscis.gov (Click on "Check your case status" and enter the receipt number found on the back of your check)