

## REINSTATEMENT CHECKLIST

- ✓ Form I-539, properly completed and signed by the student, with **REINSTATEMENT** written in red at the top of the form;
- ✓ Form I-539 filling fee in a check or money order made payable to: US Department of Homeland Security;
- ✓ Original Form I-94 and copy of Passport and Visa;
- ✓ Copy of affidavit of room & board and financial support documents that supported issuance of the new Form I-20 A-B;
- ✓ Student's letter to I.N.S. explaining the situation and requesting reinstatement, and any other letters which support the reinstatement request;
- ✓ Optional DSO letter in support of the application;
- ✓ Submit documents to:

Office of International Student Services  
**Grossley Hall, Room 115A**