

REINSTATEMENT MAILING CHECKLIST

- 1. **Money Order** for **\$370 USD** payable to **U.S. Department of Homeland Security** you must pay an additional biometrics services (fingerprinting) fee of **\$85**.
- 2. **G-1145** “e-Notification of Application/Petition Acceptance” [Form G-1145 and Instructions \(PDF, 238 KB\)](#) form.
- 3. **I-539** “Application to Extend/Change Nonimmigrant Status” <https://www.uscis.gov/files/form/i-539.pdf> completed online, printed and signed using a **blue ink** pen. [I-539A](#) for co-applicant.
- 4. **Original I-20 for Reinstatement** from the International Student Advisor at Hunter College.
- 5. **Original bank letter** (It must be less than three months old).
- 6. **I-134** “Affidavit of Support” form completed. <https://www.uscis.gov/sites/default/files/files/form/i-134.pdf>
- 7. **Letter** from you (the applicant) stating the reason that you want to be reinstated to F-1 status.
- 8. **Electronic I-94** (most recent I-94) can be obtained online at <https://i94.cbp.dhs.gov/i94/#/recent-search>. Otherwise, make a photocopy of the **front and back** of the I-94 white card, stapled inside your passport or a form I-797 change of status approval, F-1, D/S 8 ½ x 11 Sheet.
- 9. Photocopies of **Passport pages** containing the biographical information, picture, expiration date of passport, Passport number and visa stamp (if applicable).
- 10. Proof of registration for current semester (if you are unable to register at the time of this application, you may print your registration appointment page from CUNYfirst or obtain one from One Stop Office in Room 217 Hunter North.
- 11. **I-901 SEVIS Fee**. You must have a SEVIS I-20 issued to you by the **Designated School Official** (in Room 1109 or 1133 Hunter East) then you may proceed with paying the **\$350 USD** I-901 SEVIS fee in order to obtain an I-901 receipt, if applicable. You will need the I-901 receipt before you can proceed with the reinstatement. Go to the following website <https://fmjfee.com/i901fee/index.html> to **PAY I-901 FEE**

Please note that any United States Citizenship and Immigration Services (USCIS) forms fee are subject to change at any time. Therefore, before mailing any documents, please visit <https://www.uscis.gov/forms/our-fees> and/or the fee calculator- <https://www.uscis.gov/feecalculator> to verify the most current fees for the forms that you are mailing.

Very important!!!

Please submit a photocopy of your I-797 form of the result to our office (1109/1133 Hunter East or by email attachment to intlss@hunter.cuny.edu) as soon as you receive it. Failure to inform us the result of your reinstatement, in a timely manner, will result in you falling out of your F1 status; since we need that information as soon as you receive it in order for us to take action on our end so that you can maintain that F1 status.

Please use the fee calculator. <https://www.uscis.gov/feecalculator>

Instruction Links and Fees for the Above Listed Forms			
Forms	Instruction link (click on instructions to obtain the pdf, once there)	Fee	Who must file?
G-1145	https://www.uscis.gov/g-1145	Free	Everyone
I-539	https://www.uscis.gov/sites/default/files/files/form/i-539instr-pc.pdf	\$370	Everyone
I-134	https://www.uscis.gov/i-134	Free	Everyone
I-901	https://fmjfee.com/i901fee/index.html	\$350	If applicable

Mailing addresses for the reinstatement documents are as follow.

We strongly recommend using express service, such as UPS, FED Ex, DHL, for easier tracking

For express mail and courier deliveries using UPS, FED Ex, DHL, the mailing address is:

USCIS Dallas Lockbox

ATTN: H4

2501 S. State Highway 121 Business, Suite 400

Lewisville, TX 75067

FedEx Office Print & Ship Center: 1200 Third Avenue, between East 69th and 70th Street. Open Hours are: Monday, Tuesday, Wednesday Thursday and Friday: 7:30am to 9:00pm Saturday: 10:00am-6:00pm Sunday: 12:00-6:00pm Phone: (212) 452-0142

Mailing using the U.S. Postal Service

Including the U.S. Postal Service, Express Mail:

USCIS Dallas Lockbox

P.O. BOX 660921

Dallas, TX 75266

The **U.S. post office** nearest to Hunter College is located on East 70th street between 3rd and 2nd avenue.

Disclaimer Letter. Please submit a disclaimer letter for your ISO file; not to be mailed out. See disclaimer letter below.

October 29, 2019

To Whom It May Concern,

I, _____ (Full Name As It Appears In Passport), hereby relieve the International Student Office at Hunter College, City University of New York, of any responsibility they have in assisting me in reinstating my status and/or receiving a new visa.

I have elected to receive assistance in this matter with an outside attorney who has no relation to Hunter College. I was referred to the New York City bar Association, the Legal Services Referral Services, www.nycbar.org, 212-626-7373 to consult with an immigration attorney. I selected attorney _____ (Full Name Of The Attorney) and Hunter College had no influence in who I chose for my attorney in this matter.

If the United States Citizenship and Immigrations Services-government does not approve my reinstatement to F1 status or the State Department does not issue an F-1 visa, I do not hold the staff of the International Student Office at Hunter College liable or responsible for this outcome.

I have carefully read and reviewed this statement and agree to it.

Sincerely,

Signature