

**J-1* REINSTATEMENT
DOCUMENTS NECESSARY TO APPLY
(*only if DS-2019 was issued by TAMU)**

See an International Student Services (ISS) Advisor before collecting the following documents. The ISS Advisor will help with the student's application for Reinstatement when the student submits the following:

Sponsored students also must see a Sponsored Student Programs (SSP) Advisor.

1. **Current evidence of financial support:** All support must be listed on the DS-2019 (e.g. personal bank letter, private funder's support letter with funder's bank letter issued within the last six months). For funds provided by official sponsors (e.g. agencies, governments, and/or companies) the most recent copy of the sponsorship letter is necessary. Financial bank documents must be presented on letterhead, dated, and signed by an official. Please ask the bank official to include the account holder information, the account number, the date the account was opened, the current balance, and the average balance. The ISS Advisor can supply exact amounts of funding required by Texas A&M, s/he must provide a departmental letter (on department letterhead stationary) stating: job title, dollar amount of award, or monthly or hourly salary, expected duration of the funding, and whether it makes the student eligible for in-state tuition and/or health insurance benefits;
2. **Original valid passport, passport with the visa stamp and I-94 card** (also for J-2 dependents). An ISS Advisor will photocopy these original documents.
3. **All Forms DS-2019 and IAP-66 (old pink forms)** issued to date from all programs (previous included). The ISS Advisor will photocopy these original documents.
4. **Student's letter of explanation** addressed "To Whom It May Concern" including:
 - a) The reason(s) for losing valid program status (breaking one or more J-1 regulations, for technical or minor infraction or for substantive violation) and a request to be put back in status to complete specific degree requirements. (List requirements remaining);
 - b) A declaration that the student is pursuing, or was at all times intending to pursue, the original exchange visitor program activity (i.e. did not change objectives) for which s/he was admitted to the U.S., and the student will follow J-1 regulations if record is corrected or if reinstated;
 - c) The student has maintained health and repatriation insurance coverage for him/herself and for all J-2 dependents;
 - d) Has not received a favorable recommendation from the State Department on an application for waiver of the two-year home residence requirement [section 212(e) of the Immigration and Nationality Act];
 - e) The expected graduation date (month and year) agreed upon by the student and academic advisor;
 - f) The student has not worked illegally in the U.S.;
 - g) The student is in good academic standing, has not been suspended or terminated from the most recent academic program and failed to maintain valid program status for less than 120 days or less than 270 days (whichever is applicable);
 - h) Verification of payment of the SEVIS fee if applicable.
 - i) The reasons the student deserves a reinstatement and show that the student failed to maintain valid program status due to circumstances beyond the control of the student, or from administrative delay or oversight, inadvertence or excusable neglect and showing that it would be unusual hardship to the student if the reinstatement was not granted.
5. **Insurance Verification Form.** If a **sponsored student, an SSP Advisor must also sign the form.**
6. **Proof of insurance compliance** for J-1 and all J-2 dependents.
7. **Departmental letter** addressed "To Whom It May Concern" (on letterhead). For **graduate students**, it must be signed by the Academic Advisor and by the graduate faculty member identified by the Office of Graduate Studies as authorized to sign as Department Head (Departmental Graduate Advisor). For **undergraduate students**, this must be written and signed by the undergraduate advisor. The letter must include the following:
 - a) The student is in good academic standing **OR** the student is not in good academic standing but will be allowed to continue in the program and will likely be able to regain good academic standing and complete the academic program if reinstated by the State Department;
 - b) The specific program requirements remaining;
 - c) The student's expected graduation date (month/year);
8. **Transcripts** from all schools attended in the U.S. as a J-1, including Texas A&M;
9. **If sponsored, take the documents listed above to the Sponsored Student Programs (SSP) office.** A SSP Advisor will write a letter indicating the sponsor's permission for the extension through the expected date of completion (month/year).
10. **Money order or cashier's check to "U.S. Department of State"** for the reinstatement of substantive violation (as of April 14, 2000). <http://exchanges.state.gov/education/jexchanges/participation/change.htm#reinstatement> for amount that will be due. There is no fee for reinstatement for technical or minor infractions.
11. **I-901 Receipt (SEVIS Fee) if applicable.** If a J-1 has been out of legal status and is applying for a reinstatement for a substantive violation or has been out of status between 121 and 269 days, the J-1 must pay the SEVIS Fee. See the ISS SEVIS Fee handout for more details.

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It is the student's responsibility to maintain a valid legal program status and participate in the exchange program designated for the student's objectives by the U.S. State Department while in the United States. International Student Services (ISS) can provide information about how to maintain legal status.

Technical or minor infractions for which a student may request a correction from an ISS Advisor include the following:

- Due to administrative delay or oversight, inadvertence or neglect on the advisor's part or on the part of the student;
- Failure to extend Form DS-2019 in a timely manner (i.e. prior to the end date on the current DS-2019 form). **If the delay is 120 days or more, the technical infraction becomes a substantive violation;**
- Failure to conclude a transfer of program prior to the end date on the current DS-2019. **If the delay is 120 days or more, the technical infraction becomes a substantive violation.**

Substantive violations for which a student may request reinstatement from the State Department include the following:

- Failure to maintain valid program status for more than 120 days after the end date on the current Ds-2019;
- Failure to maintain full-time registration without approved full-course waiver (form available at ISS or online at <http://international.tamu.edu/iss>);
- The ISS Advisor is unable to determine which category the violation or condition falls within.

The State Department will **NOT** consider requests for reinstatement when the following circumstances apply:

- Failure to report change of address;
- Willful failure to maintain the required health, accident and repatriation insurance (for student and any dependents);
- Unauthorized employment;
- Suspension or termination from the current exchange visitor program;
- Failure to maintain the original program objectives listed on the DS-2019;
- Failure to maintain valid program status for more than 270 days;
- Receipt of a favorable recommendation for waiver of the two-year home residence requirement.

The State Department will act within 45 days from the date on which they receive the request and the supporting documentation.

A student may **NOT** be employed while out of legal program status. **Employment may not be resumed until/unless reinstatement is granted.**

If the State Department grants reinstatement, **it is the student's responsibility to notify the employer** (Texas A&M employees should contact the departmental payroll office) so that suspended work may be resumed. A copy of the processed DS-2019 must be presented.

Students must be registered full-time at Texas A&M while the application is pending.

Students who violate their J-1 status are not eligible for J-1 immigration benefits such as work authorization, co-enrollment permission, program extension, school transfers, etc. Also, the ISS Office cannot provide these students with certain services, letters or endorsements on some legal documents. Students in an illegal status are subject to deportation.