Readmission Information for F-1 and J-1 students

Step 1 – Be readmitted to the University:
Contact the Office of Withdrawal and Readmission and apply for readmission. There is a fee for this. Information can be found at the website - [http://www.albany.edu/undergraduateeducation/readmission.php](http://www.albany.edu/undergraduateeducation/readmission.php)

Step 2 – Apply for a New I-20/DS-2019 (Only after you have been readmitted, can you apply for a new I-20/DS-2019):
3. Provide financial documentation to cover the correct category of one year of tuition, fees and living expenses as listed on the last page of the I-20 or DS-2019 Request Form. If the documentation is not in your name (for example, your parent), then the owner of account should submit a letter with his/her name stating that they are willing to pay for you to study at the University at Albany.
4. Submit the letter from the University at Albany Office of Withdrawal and Readmission stating that you are allowed to return to your studies (undergraduate students only).
5. Complete an express mail request to have your I-20/DS-2019 sent to you. It is very important that you complete an express mail request as sending an I-20/DS-2019 through regular mail can take 4-6 weeks to get to you. This can be found at [http://www.albany.edu/isss/forms.php#ship](http://www.albany.edu/isss/forms.php#ship)

Step 3 – Pay I-901 fee Get a New Visa:
- Pay the SEVIS I-901 Fee: You will need to pay the SEVIS I-901 fee in order to return to the United States. For further information, go to [https://www.fmjfee.com/i901fee/](https://www.fmjfee.com/i901fee/)
- Apply for a New F-1 or J-1 Visa: If your US entry visa in your passport is expired, you will need a new visa. If your previous F-1 visa is not expired but you have been outside the United States for more than 5 months, please contact your embassy to ask if you need to apply for a new visa because you have received a new I-20 with a new SEVIS number for return to school. We recommend contacting them over email whenever possible to have their answer in writing.
- Please ask you embassy which documents they require for the visa issuance. In general, students are required to have: passport valid for at least 6 months into the future; new I-20/DS-2019; proof of I-901 fee payment; documentation of past I-20s/DS-2019s and visa; transcript; official letter of readmission from Undergraduate Education; proof of finances; proof of ties to home country
- Once you get your visa, please let the Office of International Student and Scholar Services know that you are coming to the University.

Step 4 – Complete all of the items on your “Returning Student Checklist” from the office of Undergraduate Education:
The checklist will have been sent to you from the Office of Undergraduate Education, along with your readmission letter. It can also be found under Readmission Forms at [http://www.albany.edu/undergraduateeducation/readmission.php](http://www.albany.edu/undergraduateeducation/readmission.php).

Step 5 – Check in with ISSS:
When you return to UAlbany, you must check in with ISSS within 48 business hours of arrival. Bring us your new, stamped documents (passport, visa, I-94, I-20/DS-2019 form) to be copied for your file. Remember that you cannot enter the United States more than 30 days before your program start date on your I-20 or DS-2019.