

International Student Services

2500 North River Road | Manchester, NH 03106-1045 | Phone: 603.645.9629 | Fax: 603.645.9603

Sample Letter for Reinstatement to F1 Procedure

Date

U.S. Citizenship and Immigration Service
Vermont Service Center
ATTN: I-539 (F-1 Reinstatement)
75 Lower Welden Street
St. Albans, VT 05479*

RE: F-1 Student Reinstatement

To Whom It May Concern:

In the first paragraph, explain when you entered the U.S., in what status, and why. Explain what you have been doing since you arrived in the U.S.

In the second paragraph, explain why you are out of status and when the violation of status occurred.

Next, explain how you feel that (1) your violation of status was due to circumstances beyond your control, *or* (2) the violation relates to a reduction in your course load that would have been within the International Student Advisor's power to authorize and failure to receive reinstatement would result in extreme hardship.

Next, explain why you feel you are eligible for reinstatement. You are only eligible for reinstatement if:

- (a) you have not be out of status for more than 5 months, or demonstrate exceptional circumstances if you have been out of status longer, and
- (b) you are currently or will be a full time student, and
- (c) you have not worked illegally, and
- (d) you have not done anything else to violate your status, and
- (e) you do not have a record of repeated or willful violations of your F-1 status.

Finally, reaffirm your non-immigrant intent by stating what your plans are following the completion of your degree. This should include returning to your home country.

Sincerely,

(sign your name)

* If you live south of Washington, DC or west of New York, please see an International Student Advisor for the correct USCIS address