

## F-1 REINSTATEMENT

Template for International Students to Request "Re-instatement" from the Department of Homeland Security

You must prove the following:

- You have not been out of status for more than five months. If the violation occurred more than five months ago, you would need to prove that there were exceptional circumstances that prevented you from filing prior to five months. *After five months, you may also be required to pay an additional \$100 SEVIS fee (not listed in template letter).*
- You do not have a record of repeat violations.
- You are or will be pursuing a full course of study for the next available term. You must be able to register full-time; therefore, there should not be circumstances that would prevent you from registering such as academic suspension/probation, Business Office holds, etc.
- You have not engaged in unauthorized employment.
- You are not deportable on any grounds other than the F-1 status violation.
- The F-1 status violation resulted from circumstances beyond your control.
- *J-1 students have a similar process but must apply to the Department of State for the reinstatement process.*

Your reasons must be documented to explain how your F-1 status violation resulted from circumstances beyond your control. The letter below is only a "template" to help you write up your individual circumstances. You may also wish to include any reason that failure to maintain status would cause some extreme hardship to you. Note the areas in *[brackets and italicized]* must be tailored to fit your current situation. You must include a SEVIS I-20 produced by the International Student Office; therefore, please make an appointment with the Director to apply for reinstatement.

*[Date]*

Department of Homeland Security/USCIS  
2901 Metro Drive  
Suite 100  
Bloomington, MN 55425

To Whom It May Concern:

I am a student requesting reinstatement to F-1 student status. I *[plan to enroll/or am currently enrolled]* at South Central College for full-time study during the *[Fall/Spring/Summer]* semester.

I realize that I have failed to maintain my full-time F-1 student status and would like to explain the circumstances, beyond my control, which prevented me from enrolling in *[12 undergraduate/6 graduate]* credit hours last semester.

*[Explanation of Circumstances]:*

I would like to state that I have not been employed during this time, as I do not have authorization to do so.

Your consideration of my request for reinstatement will be greatly appreciated. I would very much like to continue my education in the United States and complete my degree in *[major]*.

I am enclosing with this letter:

- Form I-539
- \$200 fee
- Original I-20 for Reinstatement
- Copies of immigration documents: I-94, previous I-20, passport
- Evidence/documents to support my case
- Financial Documents to prove I have sufficient funding to study at SCC
- SCC transcript showing full-time enrollment

Sincerely,

*[Name]*  
*[Signature]*