

Sample Reinstatement Letter to USCIS:

Date:

USCIS Officer
U.S. Citizenship and Immigration Services

Dear Sir/Madam:

I am requesting reinstatement because **(describe what happened)**. Please accept my application and reinstatement to F-1 status. Recently I have become aware that...

Choose one from the examples if it covers your case, or write your own explanation:

- I failed to enroll full time for Spring/Summer/Fall 20xx semester (explain why this happened).
- I received an EU grade as a result of not attending a class (explain why this happened)
- I have failed to extend my I-20 before it expired (explain why this happened)
- I have failed to process my transfer from (name of previous school)
- Or your specific reasons

This was due to (choose one example or write your own):

- Oversight on my part
- My misunderstanding of the F-1 regulations
- Or your specific reasons

I feel fortunate to be able to study in the United States. I have always attended school as a full time student and have not engaged in any unauthorized employment. **(Promise that this will not happen again and reiterate your request)**. I am determined to be more careful from now on in order to make sure that I fully abide by the regulations. I sincerely hope that I can be reinstated to F-1 status and be allowed to complete my studies. **(Explain what will happen if your reinstatement request is not approved)** Thank you for your consideration.

Sincerely,
(Sign your name)