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F1 reinstatement letter sample

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Maintaining lawful status requires making normal progress toward completing a course of study and complying with the following immigration regulations.



For more information on the benefits and restrictions of your F-1 student status, contact your primary adviser in International Student Services. Immigration Regulations Pursue a "full course of study" at the school listed on your current Form I-20. A full course of study is 12 or more credits per quarter for undergraduate students and 10 or more credits per quarter for graduate students. Exceptions to the full-time requirement must be authorized in advance by your ISS adviser. [zoom h4n user manual.pdf](#) Complete your studies before the program completion date listed in item 5 of your I-20. Keep your I-20 valid by following proper procedures for a program extension, change in educational level or field of study, and transfer of schools. Remain in the U.S. for no longer than 60 days after completing your current program of study or after completing an authorized period of practical training.



Keep your passport valid at all times unless you are exempt from the passport requirement. Accept no employment except that which is authorized in accordance with immigration regulations. Report any change of address to immigration within 10 days of the change. Local address updates made on MyUW will be automatically sent to immigration through the SEVIS system unless you have graduated and are authorized for OPT. To change your permanent address, review the instructions for permanent address updates. If you fail to maintain your status, you are ineligible for any of the benefits of F-1 status (for example, employment authorization). There are two ways to regain status: apply for reinstatement or depart the U.S. and seek a new admission to the U.S. in F-1 status. The process to regain valid F-1 status can be challenging. We want to discuss your options with you. We also encourage you to contact an immigration attorney so you can make an informed decision and consider the risks with both options. Option 1: Reinstatement When requesting reinstatement, you must establish to the satisfaction of United States Citizenship and Immigration Services (USCIS) that you: Have not been out of status more than 5 months at the time of filing the request for reinstatement (or demonstrate that the failure to file within the 5-month period was the result of exceptional circumstances and that you filed for reinstatement as soon as possible under these circumstances). Do not have a record of repeated or willful violations of immigration regulations. Are currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the Form I-20. Have not engaged in unauthorized employment. Are not deportable on any ground other than overstaying or failing to maintain status. You must also establish that: The violation of status resulted from circumstances beyond your control. Such circumstances might include serious injury or illness, a natural disaster, or inadvertence, oversight, or neglect on the part of your ISS adviser, but do not include instances where a pattern of repeated violations or a willful failure on your part resulted in the need for reinstatement, or The violation relates to a reduction in your course load that would have been within the international student adviser's authority to authorize, and that failure to approve reinstatement would result in extreme hardship to you. If USCIS approves the reinstatement request, the adjudicating officer will update your SEVIS record to indicate that you have been reinstated. If USCIS does not approve the reinstatement request, you may not appeal the decision and need to prepare to leave the U.S. immediately. Reinstatement Application Procedure Schedule an appointment with your assigned International Student Services (ISS) adviser to discuss your options to regain F-1 status. At the appointment, the ISS adviser will review your eligibility for F-1 reinstatement and will discuss the application process. Submit the online I-20 request through MyISS. You will be asked to upload scans/photos of financial documentation. The financial documentation must show enough funds to pay for at least three quarters of expenses (unless you are requesting an I-20 for only one or two quarters). Allow time for ISS processing. ISS will create a new I-20 for your reinstatement application. You will receive an email from ISS when your I-20 is ready for pickup. Prepare your reinstatement application following the list of documents. Submit your reinstatement application to USCIS by mail. [introduction letter to new company](#) (The online USCIS ELIS application option is no longer available). Mail the following documents to the USCIS Lockbox. Form I-539 (write "REINSTATEMENT" at the top of the form) Form I-539 filing fee paid by money order, personal check, cashier's check, or credit card using Form G-1450, Authorization for Credit Card Transactions. [ms office timeline template](#) If you pay by check, you must make your check payable to the U.S. Department of Homeland Security. Photocopies of all previously-issued I-20s. [frankenstein_chapter_21_quotes_and_analysis_summary.pdf](#) Original I-94 (the white card stapled inside your passport) or I-94 printout obtained at . Photocopy of new Reinstatement I-20 signed by ISS adviser. Evidence of source and amount of financial support. A letter requesting reinstatement to F-1 student status which explains your situation and truthfully states that failure to maintain status was due to any or all of the reasons previously listed. someone other than the student unless it is accompanied by evidence that it is that person's intent to provide support to the student.

You did not submit documentary evidence that you have the ability to pay for your tuition and living expenses throughout the duration of your studies. You were previously advised that a simple statement would not suffice.

Therefore, USCIS denies your application for reinstatement to student status.

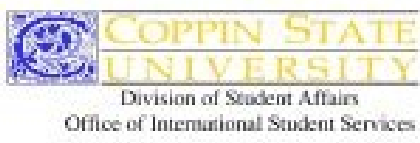
This decision may not be appealed. However, if you disagree with this decision, you may submit a Motion to Reopen, Motion to Reconsider, or a Motion to Reopen and Reconsider on Form I-290B, Notice of Appeal or Motion, to this office within 33 days from the date of this notice. A Motion to Reopen must be submitted in writing, stating new facts to be considered, and be supported by affidavits or other new documentary evidence. A Motion to Reconsider must show that the decision was legally incorrect according to statute, regulation, and/or precedent decision.

To download Form I-290B or for more information about the filing requirements for motions, please see Title 8, Code of Federal Regulations, section 103.5, visit the USCIS Web site at [www.uscis.gov](#), or contact the automated Form Request Line by calling 1-800-870-3676. Please refer to the I-290B form instructions for the correct filing location.

You may remain in your current nonimmigrant status until the expiration date indicated on your Form I-94, Arrival-Departure Record. However, if you do not maintain your current nonimmigrant status, or if such status expires, you must depart the United States. Remaining in the United States without a valid status may impact adversely your ability to return in the future.

If the date listed on your Form I-94 has already passed, this Notice of Decision leaves you without lawful immigration status. Therefore, you are currently present in the United States in violation of the law and must depart immediately.

Supporting documentation (for example, a letter of support from a faculty adviser familiar with the circumstances of your case). Current transcripts and transcripts from other U.S. schools previously attended. Photocopy of passport identification and visa pages; do not send your passport. Completed G-1145 Form (optional; it signs you up for email/text message notification of your application's arrival at USCIS).



Division of Student Affairs
Office of International Student Services

REINSTATEMENT PROCEDURES

Some instances where you must apply to the United States Citizenship and Immigration Services (USCIS) for reinstatement to F-1 student status:

- Failure to attend the school you were admitted to by the USCIS to attend.
- Taking a reduced course load without permission from the Designated School Official (DSO).
- Failure to enroll for any given academic term (including summer sessions).
- Failure to enroll a program/degree program in the program area upon your arrival.
- Violation of any other immigration regulations.

Conditions for Approval of Reinstatement:

- The student has not been out of status for more than 5 months prior to filing for reinstatement (unless the case shows that there were exceptional circumstances that prevented the student from filing during the 5-month period).
- The student does not have a record of repeated violations.
- The student is pursuing, or will in the near available term be pursuing, a full course of study.
- The student is not engaged in unauthorized employment.
- The student is not deportable on any grounds other than the status violation for which reinstatement is being requested.

- The status violation resulted from either:
 - Circumstances beyond the student's control, or
 - Failure to apply to a school within a specified course load authorization from the DSO, but only if the violation results in a situation that would have been within the DSO's authority to have approved. If it had been timely done, and the student would otherwise continue studying if the application were not approved.

What will I need to do if I have failed to maintain status?

See the DSO with your passport and I-20. Discuss your situation with the DSO and get her advice about applying for reinstatement. Currently, a travel and re-entry application to the United States is not possible in the immediate and temporary A-1 (NA 2023) (one-way and visa cancellation) and A-1 (2023) (one-way) programs. Additionally, whether an application is approved or not, the student should realize that there is an official record of an instance of status on the student's immigration record. Status violation can have future impact on eligibility for immigration benefits and an adjustment of status for permanent residence.

What do I need to submit to the DSO?

- Completed Form I-539, Application to Extend/Change Immigration Status with completed mailing label.
- Check or money order made payable to "Department of Homeland Security" (see website for current requirements).
- Original I-94 card or I-20 showing F-1 status.
- Copy of all I-20 forms issued to you.
- Copy of all transcripts from schools student has attended in the United States.
- Copy of your passport.
- Copy of your current I-20.
- A letter to USCIS requesting reinstatement (see sample letter).
- Any other document that might help establish the nature of the violation, and documentation that the violation occurred less than 5 months ago, and that you are pursuing a full course of study.

Then what happens?

The DSO will prepare a new SEVIS I-20 with DSO's recommendation for reinstatement and a letter recommending reinstatement. She will compile all of the documents into a packet and mail it to the appropriate USCIS office.

Keep a copy of your entire application for your records. It is recommended that you send your application by certified mail, return receipt requested. Mailing Address USCIS P.O. Box 660166 Dallas, TX 75266 Provide a copy of your USCIS receipt notice through MyISS. Option 2: Travel and Reentry In some cases, it may be advisable to depart the U.S. and re-enter with a new I-20, rather than applying for reinstatement.



DEFENSE SECURITY SERVICE
FACILITY CLEARANCE BRANCH
27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

October 20, 2015

CAIG: BV1447

Mr. John A. Smith
President
ABC Widget Company (BV1447)
1234 Main Street, Suite 204
Pasadena, CA 23872

Dear Mr. Smith:

Pursuant to your letter dated September 29, 2015, Defense Security Service (DSS) has determined that your Facility Clearance Branch (FCL) for ABC Widget Company was prematurely terminated in error on September 27, 2015. Effective this date, your FCL is hereby administratively reinstated.

DSS will continue to conduct further coordination with your prime contractors and Government Contracting Activities (SCAs) to determine if ABC Widget Company meets the eligibility requirements for an FCL in accordance with National Industrial Security Operating Manual 2-102. Please contact Jennifer McLean at [jennifer.mclean@dss.mil](#) or 571-305-6657 if you have any questions.

Sincerely,
Justin Walsh
Justin Walsh
Chief, Facility Clearance Branch (FCL)

You may do this by obtaining a new I-20 from the school you are currently attending or wish to attend, then departing the U.S., applying for a new F-1 visa if the F-1 visa stamp in your passport has expired, and returning to the U.S. Note that students who violated status are not eligible for automatic visa revalidation. A re-entry to the U.S. after a status violation is viewed by Immigration as "initial attendance" in F-1 status.

As such, you are bound by restrictions placed on new students, such as the academic year waiting period for eligibility for practical training. To request a new I-20 for travel and reentry: Schedule an appointment with your assigned International Student Services (ISS) adviser to discuss your options to regain F-1 status. At the appointment, the ISS adviser will review your situation and discuss the travel & reentry process in detail. Submit the online I-20 request through MyISS.

ISS will determine if you are eligible for a new I-20 for travel and reentry. You will be asked to pay for at least three quarters of expenses (unless you are requesting an I-20 for only one or two quarters). Allow time for ISS processing. ISS will create a new I-20 for your reinstatement application. You will receive an email from ISS when your I-20 is ready for pick up. ISS will create a new I-20 for your travel & reentry. Frequently Asked Questions Students who are reinstated continue in their previous F-1 status. Students who choose travel and reentry are considered initial status students. This is most important when considering eligibility for Optional Practical Training or Curricular Practical Training. Students who reenter using a new I-20 will be required to complete one academic year before becoming eligible to apply for off-campus employment.

Reinstatement in the U.S.: USCIS charges a Form I-539 filing fee. Travel and reentry: There is the \$200 SEVIS fee, plus any expenses incurred for travel and visa applications. [zuzehali.pdf](#) Each option has its risks. If your application for reinstatement is denied, you will be required to depart the U.S. immediately. [verbal logical reasoning test with answers.pdf](#) If you are denied re-entry at the border, you may be required to return home immediately from the port of entry. Yes, you must continue to study in order to maintain your F-1 status. No. Once it is determined that you have violated your student status, you must stop working immediately. Reinstatement applications take approximately six

to nine months, and as long as one year. Reentry from Canada is fine; however, you must already have a valid visa to enter Canada, if needed. The Canadian Consulate will not issue an entry visa to students with "initial attendance" I-20s. For more information, contact your ISS adviser.

Adjudication Process The decision on your application will be made solely by the immigration official who will adjudicate the change of status application. USCIS business practices and regulations may change without notice. We do our best to update the information for your benefit, and will guide you through the application process with the latest information in mind. However, the student is ultimately responsible for information provided in the Reinstatement application and decisions made by USCIS do not reflect the actions of the International Services and Program. Processing times at USCIS vary greatly. Expect to wait 2-4 months before receiving a response. If approved, you will be eligible once again for all F-1 benefits like on-campus employment, CPT, OPT, good-standing lettrs, etc. F-2 dependent status is automatically reinstated with the reinstatement of the F-1 student. If denied, you will begin to accrue days of unlawful presence in the US (accrual of more than 180 days of unlawful presence could subject a person to a 3-year or 10-year bar from reentering the US.). Students who are denied reinstatement have the option to file and appeal with the USCIS, but we strongly encourage these students to hire a competent immigration attorney.