



# ST. FRANCIS COLLEGE

[DATE]

RE: F-1 Reinstatement--[YOUR PASSPORT NAME] [YOUR DATE OF BIRTH] [YOUR SEVIS ID]

To Whom It May Concern:

**[FIRST PARAGRAPH]**

Explain why you entered the U.S., in what status, and why. Explain what you have been doing since you arrived in the U.S.

**[SECOND PARAGRAPH]**

Explain why you are out-of-status and when the violation of status occurred.

**[THIRD PARAGRAPH]**

Explain how you feel that (1) your violation of status was due to circumstances beyond your control or (2) that your failure to maintain status would cause extreme hardship on you.

**[FOURTH PARAGRAPH]**

Explain why you are eligible for reinstatement. Note, you are **only** eligible for reinstatement if:

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

**[FIFTH PARAGRAPH]**

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,

[TYPE YOUR NAME]

[SIGN YOUR NAME]