To: USCIS

Date:

Re: F-1 student reinstatement request

Dear USCIS officer,

I , < Your First and Last Name> am writing to respectfully request that I be reinstated to F-1 student status. Please accept my application and reinstatement to F-1 status.

* Explain the reason for the status violation (include evidence and dates, if applicable; for medical reason, USCIS always ask for supporting medical documents)
* a chronological and detailed explanation (include dates) of the events that led up to your failure to maintain status
* what date did you realize that you are no longer in F-1 status and when you contacted the OISS to resolve the issue
* include reason(s) why you may consider the violation beyond your control
* include a statement of how or why a denial of the reinstatement would cause extreme personal hardship to you.
* Include a statement about currently pursuing or intending to pursue a full course of study. Include your career and educational plan and goals.
* Include a statement attesting that you have not been engaged in any unauthorized employment.
* Include a statement that you truly regret your error and ask for reinstatement.

Thank you for your kind consideration of my application,

Sincerely,

<your signature>