Reinstatement for F-1 Students

In General
An F-1 student is considered to be out of status, and must apply for reinstatement to F-1 student status, if he or she has:

- Not maintained full-time enrollment and progress toward his or her degree during each academic year;
- Used another school’s Form I-20 to enter the United States and did not register at that school for a full academic term before transferring to Cal State L.A.;
- Not completed the transfer procedure according to US Citizenship and Immigration Services (USCIS) regulations with fifteen (15) days of beginning attendance at Cal State L.A.;
- Not applied for a program extension prior to the completion date on Form I-20;
- Not applied for a program upgrade within fifteen (15) days after the start of a new program level; or
- Not kept the passport valid at all times.

Procedure to Request Reinstatement
Our office must review all requests for reinstatement to F-1 student status that are submitted to the USCIS. If you are an F-1 student who needs to request a reinstatement, you must call the office (323-343-3170) and make an appointment with the Immigration Counselor.

Please bring the following documents to the appointment:
1. Form I-539 Application to Extend/Change Nonimmigrant Status (http://www.uscis.gov/i-539)
2. $290 check/money order to “U.S. Department of Homeland Security”
3. I-20 Request Form (http://www.calstatela.edu/international/forms-and-handouts)
4. A detailed letter from you explaining the circumstances of your F-1 status violation. You must establish:
   a. That the violation of F-1 status was solely due to circumstances beyond your control or that failure to reinstate you would result in extreme hardship;
   b. You are pursuing, or will pursue, a full course of study;
   c. You have not been employed off campus without authorization; and
   d. You are not in removal (deportation) proceedings,
5. Documentation supporting the circumstances explained in your letter
6. Current Cal State L.A. official transcripts and other U.S. school official transcripts (if applicable)
7. Current documentary evidence of original financial support demonstrating that you are able to support yourself while pursuing a full course of study, including original monthly bank statements for the previous three months
8. List of all U.S. school attended and dates you attended them
9. Your current and previous (if applicable) original I-20s
10. 2 copies of all I-20s
11. 2 copies of Form I-94 Departure Record (and your dependents if applicable)
12. 2 copies of passport (biographical page)
13. 2 copies of F-1 visa stamp
June 30, 2015

John Smith
111 Valley Blvd. #A
Los Angeles, CA 90032

District Director
US Citizenship and Immigration Services
300 North Los Angeles Street
Los Angeles, CA 90012

RE: Reinstatement to F-1 Student Status

Dear Sir or Madam:

I respectfully request that I be reinstated to F-1 student status because failure to reinstate me would result in extreme hardship.

I entered the United States on July 29, 2003 with a Form I-20 from the University of Colorado at Boulder to attend their graduate program in management. I also applied to CAL STATE LA’s management program, but had not heard from that school at the time I applied for the F-1 visa at the U.S. Embassy in Paris, France, nor had I heard from CAL STATE LA at the time I entered the United States. After I arrived in the United States, I learned that I had been accepted by CAL STATE LA’s MBA program. That program is much better suited to my career goals than the University of Colorado’s program. Because of this, I decided not to attend the University of Colorado in Fall 2003, and instead, I enrolled as a full-time student at CAL STATE LA.

I therefore request reinstatement to F-1 student status in order to attend CAL STATE LA instead of University of Colorado. If reinstatement is denied, I will suffer substantial financial and academic hardship as the course at the University of Colorado would not provide me with the background I need to pursue my career goals in my home country. I have not worked off campus without USCIS permission and I believe that I meet all the requirements for reinstatement.

Sincerely yours,

(Signature)

John Smith