

Date: *(month/day/year)*

USA Citizenship and Immigration Services Vermont Service Center
Attention: I-539
75 Lower Weldon Street
Saint Albans, VT 05479

Regarding: Request for reinstatement to F-1 student status; Student and exchange visitor information system (SEVIS) identification number (enter the SEVIS identification number which starts with the letter “N” at the top of your Student and Exchange Visitor Information System I-20.)

Dear Sir/Madam:

In the first paragraph of the letter, you should introduce yourself. State when you first came to the USA in F-1 status and indicate the name of your home country. Mention what you are studying and what school you are attending (for example: Northeastern University’s College of Professional Studies).

In the second paragraph, you should explain how you came to fall “out of status.” Explain what was beyond your control that made this happen. You must state how you will remedy this problem. For example, if you failed to enroll for part of one term, you should explain that you are now enrolled full-time or will be enrolled full-time for the next term.

In the third paragraph, you should explain that you understand and regret your error and are now requesting to be reinstated and allowed to remain in the USA to complete your program. You should be courteous in asking for this favor. Explain what would happen to you if you could not complete your program and how this would make you and perhaps your parents feel.

In the last paragraph, you should state that you are including supporting documentation and paying the requisite filing fee and hope for a favorable response. Don’t forget to thank them for reviewing your case.

Sincerely,

(Write your signature here)

(Type your name below signature)