



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 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 LA.;
- 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, completed and signed (download from www.uscis.gov);
2. I-20 Request Form, completed and signed (download from www.calstatela.edu/univ/intlstu);
3. Your current and previous (if applicable) original I-20s;
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. Check or money order for \$290.00, payable to "US Citizenship and Immigration Services";
10. Form I-94 Arrival/Departure Card (original), (and your dependents if applicable); and
11. Your valid passport (and your dependents; if applicable).

Sample Letter From F-1 Student

(The letter must have your current address and the current date.)

September 30, 2010

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

Student Affairs #115

Telephone: 323-343-3170

Facsimile: 323-343-6478

www.calstatela.edu/univ/intlstu