The ISSS can provide general assistance, guidance, and information about the Reinstatement application process, but it is important to note that a Reinstatement application belongs to the applicant—in this case, you—and not the ISSS office. As such, it is essential that the applicant clearly understands the process and the kind of information and documentation required with this type of application. A Reinstatement application generally includes a letter explaining the reasons a Reinstatement is requested. In an effort to assist you with that process, below is a list of points to consider when writing your letter.

Please be aware that this document is intended simply as a guide. You may choose to use it, or you may choose to write your own cover letter to accompany the I-539 application. It is important that you understand that the ISSS is not responsible for the outcome of a Reinstatement application. If you have specific concerns about your immigration status or the likelihood of the application’s approval, please seek the assistance of an immigration attorney prior to filing the application.

Points to Consider

- **Explain why you came to the U.S.**
- **Explain what you have been doing since you arrived.** Be specific, and give dates if you have already started attending school.
- **Explain what happened that caused to violate your F-1 status.**
- **Tell USCIS whether this is your first violation of status or, if you have had more than one violation, describe the manner of your past violation(s).**
- **Explain why you believe you should be reinstated to F-1 status.**
- **Describe what will happen to you if you are not reinstated.**
- **Explain the reason you will be returning to your home country after completion of your studies.** If you have a permanent residence to which you plan to return, include this information, and any documentation you may have as proof.