



## Request for Reinstatement: Transfer Student

**Note: You must be accepted by Cambridge College prior to applying for Reinstatement.**

Cambridge College is happy to assist students who wish to regain F1 non-immigrant status through enrollment in Cambridge College classes with the petition for Reinstatement. However, Cambridge College is only able to offer guidance for students in this process. No Cambridge College employee or representative can guarantee successful reinstatement for a student who has violated his/her F1 status.

### SECTION I: Student Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

CCID: \_\_\_\_\_ Email address: \_\_\_\_\_

### SECTION II: Reason for requesting Reinstatement

My record was terminated on \_\_\_/\_\_\_/\_\_\_ for \_\_\_\_\_ (reason). I understand that I am eligible to request Reinstatement but that approval of my Reinstatement application is not guaranteed. I understand that, if I am denied Reinstatement, I must depart the United States within 15 days.

### SECTION III: Student responsibilities while pursuing Reinstatement through Cambridge College

Pursuant to 8 C.F.R. § 214.2(f)(16)(c), I understand that I am **required to continue studying full-time at Cambridge College while my Reinstatement application is pending review**. I understand that, while my application is pending review, I am not permitted to engage in employment at any time. I understand that transfer to another institution, departure from the United States, failure to enroll or in a full course of study, or drop below full-time registration for any reason in a required term constitutes abandonment of the Reinstatement petition.

I have been advised of these responsibilities and restrictions and understand that it is my responsibility to abide by them while my application for Reinstatement is pending.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### SECTION IV: Procedure for requesting Reinstatement

Please follow these steps, **in order**, for completing a petition for Reinstatement to F1 student status. Note that your application for Reinstatement may be delayed if you fail to complete any of these steps, or fail to complete them in order.

1. Complete sections 1 through 4 of this form. This form is not complete if any of the required information or signatures are missing.
2. Visit [www.uscis.gov/uscis-elis](http://www.uscis.gov/uscis-elis) and create an account. Note: It is of **utmost importance** that you write down both the email and password associated with this account. Resetting a lost/forgotten password is difficult.
3. Email the International Student Advisor to make an appointment to go through the Reinstatement process. If you would like to log in to your USCIS ELIS account and begin answering the questions there, you may do so. You may also wait until your appointment and go through the questions with the International Student Advisor. This is your choice entirely.



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4. Bring all required supporting materials to the International Student Office when you come for your appointment. The materials required for a Reinstatement application are:
  - a. **This form**, completed and signed.
  - b. **Essay**, written by the student and emailed to the International Student Advisor, in which you state:
    - i. The circumstances under which you violated your F1 status
    - ii. How you plan to avoid violating your status again in the future
    - iii. Why you are requesting reinstatement/what goals you have which require you to complete your degree with Cambridge College
    - iv. What you will do if your Reinstatement application is rejected.
  - c. I-901 payment receipt. If you do not have this, the International Student Office can print one for you.
  - d. Filing fee of \$290.00, which can be paid in one of two ways:
    - i. Debit/Credit card with sufficient funds for paying the fee
    - ii. Personal check, made payable to "United States Customs and Immigration Services"
  - e. Financial Documents dated no older than 3 months:
    - i. Must show at least \$30,000 in financial capability
    - ii. Must be accompanied by a completed and signed Affidavit of Support if the funds are in a sponsor's name
  - f. Original I-94 card
  - g. Current, unexpired Passport
  - h. F1 visa OR a different status visa and proof that you were granted a change of status to F1
  - i. Current I-20
5. Complete and submit the application, all supporting materials, and fee through USCIS ELIS.
6. Wait for a decision to be made on your application. If you receive any form of communication from USCIS, notify your International Student Advisor immediately.

#### SECTION V: International Student Office approval

Student record reviewed: \_\_\_/\_\_\_/\_\_\_      Application completed: \_\_\_/\_\_\_/\_\_\_      P/DSO initials: \_\_\_\_\_

Notes: \_\_\_\_\_

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