

F-1 & J-1 students are eligible for program extensions beyond the original completion date on the Form I-20/DS-2019 if it can be proven that there is a legitimate reason for the delay in graduation. The USCIS clearly defines legitimate reason as “compelling academic or medical reasons such as changes of major or graduate research topics, unexpected research problems or documented illness.” Unacceptable reasons include poor grade point averages, academic probation or suspension, or insufficient hours completed each semester.

Delays that are beyond the student’s control are acceptable to USCIS. Delays created due to the lack of persistence or diligence on the part of the student is not acceptable to USCIS.

Procedure for requesting a Form I-20/DS-2019 Extension

1. Complete Section A of the **Program Extension Recommendation** (reverse side of this handout).
2. Request that your academic advisor complete and sign Section B, and write explanation letter if applicable.
 - Make sure that they list the **new date of completion** in the space provided.
3. You must provide a **financial statement** for the remainder of your program of study.
4. Student will submit the completed form along with additional documents*: Current passport, U.S. visa, I-94 card, and Financial statement to the Center for International Education (CIE) office.

*J-1 students may also need to bring proof of medical insurance, if the student no longer has university health coverage.

CIE staff members will then evaluate the extension request. This may require a conversation with the adviser or professor who completed the explanation letter. If it is determined that a legitimate reason exists, a new Form I-20/DS-2019 listing the new date of completion will be issued.

The extension can normally be completed during the initial visit, but if additional information needs to be collected and evaluated it is possible that the student will then be required to return to the CIE office to pick up their new Form I-20/DS-2019 at a later date. In this case, they will be notified via phone or email when the document is ready to be collected.

PLEASE NOTE: It is mandatory for the student to complete this extension no less than 30 days prior to the expiration date on the current I-20/DS-2019. Failure to do so will result in the student falling out of status with USCIS and becoming immediately **ineligible** for student employment, graduate assistantships or practical training.

Section A: To be completed by STUDENT

Name (exactly as it appears on your I-20/DS-2019):

_____	_____	_____
Last (Family) name	First (Given) name	Middle name (if applicable)
_____	_____	_____
Dawgtag #	Current Completion Date (MM/DD/YYYY)	Phone Number

E-mail address		

Section B: Recommendation to be completed by ACADEMIC ADVISER or GRADUATE PROGRAM COORDINATOR

The USCIS requires an international student to complete studies by the date originally written on the visa document at the time of admission. The international student whose name appears above wishes to apply for an extension of time allocated for completion of his/her program of study due to extenuating circumstances beyond his/her control. Please complete the form and return it to the Center for International Education office.

IMPORTANT! ALL items must be completed.

1. The student is engaged in the following degree level (circle one): Bachelor Master Doctorate

2. Major area of study: _____

3. Is the student making normal progress toward his/her current degree? YES NO

4. Has the student been full-time since beginning his/ her current degree? YES NO

If no, please explain: _____

5. This student has not yet completed the current program of study because (please check all that apply):

Delay caused by a change in major field of study (please explain below or in a separate letter)*

Delay caused by a change in research topic (please explain below or in a separate letter)*

Delay caused by unexpected research problems (please explain below or in a separate letter)*

Delay caused by credit lost upon transfer to our university.

The original length of time given to complete studies was no reasonable for an average student in this program.

Other (please explain below or in a separate letter)*

*Explanation:

6. Do you recommend an extension for this student? YES** NO

****If yes, what is the new date of completion?** **SPRING** **SUMMER** **FALL** **Year:** _____

_____	_____	_____
Last (Family) name	First (Given) name	Middle name (if applicable)

E-mail address		Phone Number

Signature	Date (MM/DD/YYYY)	