

1-20/DS-2019 EXTENSION REQUEST FORM

BACKGROUND:

U.S. Department of Homeland Security (DHS) requires that you finish your program of study by the completion date on your I-20/DS-2019. The end date on the I-20/DS-2019 is established by the admissions office to reflect the average length of time it should take a student to complete the degree requirements. If during the course of your studies it becomes necessary to extend your I-20/DS-2019, the Office of International and Cultural Affairs can provide I-20/DS-2019 extensions to those who are eligible and apply in a timely fashion.

TO BE COMPLETED BY STUDENT: *(Please print)*

Last Name: _____ First Name: _____
 Student ID#: _____ Date of Request: _____ Degree Level: BS MS PhD Other: _____
 Degree Major: _____

PLEASE READ IMPORTANT CONSIDERATIONS:

- This form is provided to document the academic justification for I-20/DS-2019 extension of your I-20/DS-2019 academic program as required by immigration regulations. Please read, complete, and return the form to the Office of International and Cultural Affairs at 103 Norwood Hall.
- This request should be received by our office at least 30 days prior to the expiration date on your current I-20/DS-2019. If you fail to meet the deadline, there is no guarantee that your request will be processed before your current I-20/DS-2019 expires. This will have a negative impact on your immigration status.
- To be eligible for an extension, you must be maintaining valid immigration status, making normal progress toward completion of degree and have academic requirements remaining to meet minimum degree completion.

PLEASE READ ELIGIBILITY REQUIREMENTS:

In order to obtain an I-20/DS-2019 extension, you must show that you have continually maintained status and that the extension is needed for compelling academic or medical reasons, such as a change of major or research topic, unexpected research problems, or a documented illness. Delays in completing your program caused by academic probation, suspension, curricular practical training (F-1) or academic training (J-1) are not acceptable reasons for a program extension approval [8 CFR 214(f)(7)(iii)].

You may be eligible for an I-20/DS-2019 extension if all of the following criteria are met:

1. The delay was caused by documented academic or medical circumstances.
2. You have sufficient financial resources to fund your studies and living expenses.
3. The extension is requested in a timely manner, with sufficient time for processing before the current document expiration.

If your program end date has passed or you do not meet the eligibility requirements to apply for a program extension, you must file for reinstatement to F-1/J-1 status with USCIS, for which you will have to pay a substantial fee. Failure to apply for an extension of stay in a timely manner is a violation of F-1/J-1 regulations, which can carry heavy penalties.

The following are not valid reasons for I-20/DS-2019 extensions:

1. To enroll in extra courses or repeat the same course for personal interest or to improve GPA requirements.
2. To engage in additional or optional research on or off-campus.
3. To finish pending coursework for an incomplete grade.
4. To engage in non-required Curricular Practical Training (CPT) or Academic Training (AT).
5. To enroll in course work delayed by participation in non-required CPT/AT.
6. Personal preference or personal reasons.

PLEASE PROVIDE REQUIRED DOCUMENTS FOR AN I-20/DS-2019 EXTENSION REQUEST:

- | | |
|---|---|
| <ul style="list-style-type: none"> ◦ I-20/DS-2019 Extension Request Form ◦ Academic Advisor I-20/DS-2019 Extension Recommendation Form ◦ Updated Degree Audit Report | <p><i>If you are a sponsored student you must also submit:</i></p> <ul style="list-style-type: none"> ◦ Approval letter from the sponsor for the extension request ◦ Updated financial guarantee letter from sponsor to cover the period of extension requested. |
|---|---|

PLEASE READ STUDENT ACKNOWLEDGMENT AND SIGN:

- I certify that I have read the **I-20/DS-2019 Extension Request Form** instructions and all information provided.
- I certify the information and all supporting documents I have provided are accurate.
- I understand I must apply for my I-20/DS-2019 extension at least 30 days prior to my current I-20/DS-2019 program end date.
- I understand that extensions are only approved for one semester at a time and that I must re-apply for another extension if I cannot complete by the new program end date listed on my I-20/DS-2019.
- I understand that this extension request form and all supporting documents will be made available to the United States Citizenship and Immigration Services (USCIS) or Department of State (DOS) upon their inquiry or in the case of an audit.

Signature of Student

Date



1-20/DS-2019 EXTENSION RECOMMENDATION FORM

BACKGROUND:

U.S. Department of Homeland Security (DHS) requires that you finish your program of study by the completion date on your I-20/DS-2019. The end date on the I-20/DS-2019 is established by the admissions office to reflect the average length of time it should take a student to complete the degree requirements. If during the course of your studies it becomes necessary to extend your I-20/DS-2019, the Office of International and Cultural Affairs can provide I-20/DS-2019 extensions to those who are eligible and apply in a timely fashion.

TO BE COMPLETED BY ACADEMIC ADVISOR: *(Please print)*

The student is engaged in the following academic program:

Student Name: _____ Student ID #: _____

Major: _____ Degree Level: BS MS PhD Other: _____

Minimum number of credits required for degree _____ Academic credits achieved to date *(including current semester)* _____

Has the student ever been on academic probation or suspension? Yes No

Undergraduate Student:

Please attach a detailed statement with specific compelling academic reasons that student has not been able to complete degree program in average time allocated for the degree program. Please review "Important Considerations" and "Eligibility Requirements" on the front page before completing and certifying this form.

A few sample reasons that may apply to the student's case:

Circle all that apply and/or list other: Change in major Enrollment in the Intensive English Program

Other: _____

Master's Student:

Is the student: Thesis Non-thesis Date student completed minimum coursework requirements: _____

If thesis, estimated date of defense: _____ *If thesis, estimated date of library copy submission date:* _____

If non-thesis, estimated date of completion of minimum coursework required for degree completion: _____

Please attach a detailed statement regarding the status of the student's research and thesis progress to date. Include compelling academic reasons why student has not been able to complete this/required coursework in average time allocated for degree program. Please review "Important Considerations" and "Eligibility Requirements" on the front page before completing and certifying this form.

A few sample reasons that may apply to the student's case:

Circle all that apply and/or list other: Change in major Change in research topic Unexpected delays or research problems
Enrollment in the Intensive English Program Change in academic advisor

Other: _____

Ph.D. Student:

Date student completed minimum course work requirements: _____

Please attach a detailed statement regarding the status of the student's research and dissertation progress to date. Include compelling academic reasons that the student has not been able to complete his/her dissertation in the average time allocated for the degree program. Please review "Important Considerations" and "Eligibility Requirements" on the front page before completing and certifying this form.

Estimated dissertation defense date: _____ *Estimated library copy submission date:* _____

A few sample reasons that may apply to the student's case:

Circle all that apply and/or list other: Change in major Change in research topic Unexpected delays or research problems
Enrollment in the Intensive English program Change in academic advisor

Other: _____

All Students:

In your opinion is this student making normal progress towards his/her current degree program? Yes No

Do you recommend that this student be given additional time to complete his/her program? Yes No

Please see next page for completing and certifying this form.



TO BE COMPLETED BY ACADEMIC ADVISOR: (Please print)

By signing below, I have read the "important considerations" and "eligibility requirements" listed on the first page and I understand that this request for an I-20/DS-2019 extension and all supporting documents will be made available to the United States Citizenship and Immigration Services (USCIS) or Department of State (DOS) upon their inquiry or in the case of an audit.

Academic Advisor:

Print Name: _____

Signature: _____

Date: _____

Department Chair:

Print Name: _____

Signature: _____

Date: _____

If graduate student, obtain signature of assigned Graduate Studies Advisor:

Print Name: _____

Signature: _____

Date: _____



1-20/DS-2019 EXTENSION REQUEST FORM

TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AND CULTURAL AFFAIRS:

Student Eligibility for I-20/DS-2019 Extension:

Has the student applied for an extension prior to I-20/DS-2019 end date? Yes No

Has the student ever applied for an I-20/DS-2019 extension before? Yes No

If yes, which semesters has the student received an I-20/DS-2019 extension:

FS _____, _____, _____

SP _____, _____, _____

SS _____, _____, _____

Has the student “continually maintained valid immigration status”? Yes No

Is the delay in completion caused by “compelling academic or medical reasons” as documented herein? Yes No

If sponsored, Sponsored Student Services Representative:

Print Name: _____

Signature: _____

Date: _____

International Student Advisor:

Print Name: _____

Signature: _____

Date: _____