

## APPLICATION FOR F-1 EXTENSION OF STAY

### Who needs a program extension?

The date that your I-20 expires is entered on line 5 of your I-20. You are expected to complete your academic objective by that date. If you will not complete your program by your I-20 end date, you must request a program extension from the ISSO in order to maintain legal F-1 status. Your complete application for a program extension must be submitted to an ISSO advisor prior to the expiration of your current Form I-20. The Student and Exchange Visitor Information System (SEVIS) will not permit the ISSO to grant a program extension if you apply after the program end date on your I-20.

### When can program extensions be granted?

According to U.S. Immigration law, an I-20 program extension can be given if the need for additional time is due to "compelling academic or medical reasons." Acceptable reasons include a change in academic major or the addition of a second major, an incorrect program length estimate on your original I-20, an approved reduced courseload, etc. If the program extension is due to medical reasons, documentation must be provided to a Designated School Official at the ISSO prior to the semester in which the student takes a reduced courseload. Program extensions cannot be granted if the delay is due to poor academic performance or academic suspension, and extensions can only be provided to students who have maintained legal F-1 status. Please be aware that failure to enroll for and/or attend a full course of study results in a failure to maintain F-1 student status. (Grades of "W" or "FX" cannot be counted toward full-time enrollment.) Students who do not qualify for a program extension should speak with an ISSO advisor about regaining their legal F-1 status through either a reinstatement request to Immigration, or via international travel.

### How do I apply for a program extension?

Submit the following items to an ISSO advisor:

1. **Academic Advisor's Recommendation Form:** Take this form (attached) to your academic advisor to obtain verification of the remaining time you need to complete your academic program. After it is completed and endorsed, return it to the ISSO with the rest of your application.
2. **Financial Verification Documents:** If you are financing your education through personal or family funds, you should submit a **current bank statement**. If you are on scholarship, loan, or assistantship, you will also need to submit an **updated award letter** for the upcoming semester or year. (We have sample bank and sponsor letters if you need to see a format for financial documentation.)
3. **A copy of your Form I-94 "Departure" card.** This is the small white card placed in your passport by a United States Customs and Border Protection (USCBP) Officer at the Port-of-Entry.

Your extension request will be processed in approximately three business days. Then you should pick up your new, extended I-20 at our office.

### Note for Students with dependents

If you have F-2 dependents (spouse and/or children) who need to have their I-20's extended as well, ask an ISSO advisor the amount of financial support which needs to be documented. The ISSO advisor will print an extended I-20 for each dependent.

### Note for Students working on campus

If you are working on campus, make sure to update your GLACIER record so that your work eligibility is not questioned.