Procedure for F-1 Student Program Extension

1. If an F-1 student is currently maintaining status and making normal progress toward completing their program, but is unable to complete their program by the program end date on the I-20, they must apply for a program extension prior to the program end date.

   a. An extension may be granted by the International Student Advisor from the Center for Global Education if the International Student Advisor certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons including:
      - Changes of major or research topics
      - Unexpected research problems
      - Documented illness

   a. An extension may not be granted by the International Student Advisor if:
      - The student does not apply for an extension until after the program end date on the I-20 or
      - Delays are caused by academic probation or suspension.

   c. If a student is unable to complete the educational program within the time listed on the I-20 and is ineligible for program extension the student is considered out of status. If eligible, the student may apply for reinstatement.

2. If a student is eligible for a program extension they should:

   a. Take the attached Request for Extension of Time for a Program of Study form and have their academic advisor or department head certify that an extension is necessary and why.

   b. Make an appointment to meet with the International Student Advisor and bring the signed request form with you.

3. The International Student Advisor may grant a program extension by:

   a. Updating SEVIS and issuing a new I-20 reflecting the new program end date.

   b. In the remarks section put: Pursuant to 8CFR 214.2(f)(7)(iii), program extension is granted.

4. The student must sign the new I-20 and a copy made for the student’s files.

5. This process must be completed prior to the program end date on the original I-20.

March 2013
Request for Extension of Time for a Program of Study

Name: ___________________________________________ Student ID #: __________________

Family Name: ___________________________ First Name: _______________________

End Date on I-20: ________________________________

Academic Adviser or Department Head: This form is designed to facilitate the communication of information specified as required in the federal regulations for the Bureau of Citizenship and Immigration (BCIS). The international student whose name appears above would like to apply for an extension of the time allowed for the completion of their program of study.

Please complete the following information in full and return it to the International Student Advisor at the Center for Global Education.

The request for this extension must be made and granted PRIOR to the end date on the student’s I-20.

- The student is engaged in the following academic program:
  Major: ___________________________ Degree: _____________________________
  Number of credits required for degree: ________________________________
  Semester/year expected to complete program of study (mm/dd/yyyy): _______________

- Is this student making normal progress toward their degree?
  ❑ Yes  ❑ No

- Do you recommend this student be given additional time to continue their study?
  ❑ Yes  ❑ No

- This student has not yet completed the current program of study due to (check all that apply):
  ❑ Delay cause by a change in major field of study.
  ❑ Delay caused by a change in research topic.
  ❑ Delay caused by unexpected research problems.
  ❑ Delay caused by lost credits upon transfer to our school.
  ❑ No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program.
  ❑ Other, please explain: _______________________________________________________________

- I certify that the program delay experienced by the student is NOT due to suspension or academic probation.

_________________________________________  _________________  _______________________
Signature                                   Title                                   

_________________________________________  ______________________________
Print Name                                   Campus Address                          

_________________________________________
Date                                           

March 2013