



Procedure for F-1 Student Program Extension

June 2009

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.



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?
Do you recommend this student be given additional time to continue their study?
This student has not yet completed the current program of study due to (check all that apply):
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 _____