

Request for an Extension of Program

US federal Immigration regulations require that you finish your program of study by the completion date on your SEVIS I-20. If you will not graduate by that date, you must come into the International Student Service Center and apply for a program extension at least 30 days before the SEVIS I-20 will expire.

There is no fee to apply for a program extension, and no "waiting period" to hear from the USCIS once the necessary paperwork is submitted. The International Student Service Center will approve all program extension requests allowable by federal regulations, and notify SEVIS of your new completion date.

In order to obtain a program 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
- documented illness (must provide a doctor's letter)

NOTE: Delays in completing your program caused by academic probation or suspension are NOT acceptable reasons for program extension approval.

The following items are needed to process a program extension application:

- Request for an Extension of Program form (attached)
- Proof of financial support (you must provide documentation showing the financial support necessary for completing the remainder of your program)

Once your program extension application is complete, the International Student Service Center will prepare a SEVIS I-20 indicating your new completion date on section #5 thereby notifying the USCIS of the change.

Be sure to keep this new SEVIS I-20 and all previous SEVIS I-20 forms you have been issued. They must be submitted on request to an immigration officer when you travel outside the U.S., or to the International Student Service Center when applying for any benefits for which F-1 students are eligible.

NOTE: If your completion of studies date has expired or you do not meet the eligibility requirements to apply for a program extension, it will be necessary to file for reinstatement to F-1 status, for which the USCIS will charge a \$200 fee. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations, which, under recent changes to immigration laws, can carry heavy penalties.



The City University of New York

151 E. 25th Street, Room 730
New York, NY 10010-5585
Tel: (646) 312-2050
Fax: (646) 312-2051
<http://www.baruch.cuny.edu/issc>

INTERNATIONAL STUDENT SERVICE CENTER

Request for an Extension of Program

Student Completes This Section

Student Name: _____

Student ID #: _____

Email Address: _____

Degree Level (check one) Undergraduate Graduate

Reason for requesting an extension of program:

Advisor Completes This Section:

- Undergraduate Students: Please take this form to the Undergraduate Advisement Center.
- Graduate Students: Please take this form to the Office of Graduate Academic Services.

Number of Courses Remaining to graduate: _____

Student's expected term of graduation will be: Fall _____
 (please indicate year) Spring _____
 Summer _____ Session _____ (1 or 2)

Please describe in detail the reason the above student is unable to complete the program on time and should be granted an extension:

Advisor's Signature

Date