

INTERNATIONAL STUDENT SERVICE CENTER (ISSC)

**CONTINUING & PROFESSIONAL STUDIES PROGRAMS -
PROGRAM EXTENSION REQUEST FORM**

US Federal Immigration regulations require that you conclude your studies by the completion date on your SEVIS I-20. If you will not graduate by the program end date, then you must visit the ISSC and apply for an extension of program, at least 30 days before the expiration of your SEVIS I-20.

If the necessary paperwork is submitted on time, there is no fee or waiting period to hear from the US Citizenship and Immigration Services (USCIS). The ISSC will approve all program extension requests allowable by federal regulations, and notify SEVIS of your new completion date.

In order to obtain an extension of program, you must show that you have been maintaining status and that the extension is needed for compelling academic or medical reasons such as:

- Improper level placement
- Documented illness (doctor's letter is required)
- Unexpected research problems
- A change in major

NOTE: Delay in completing your program caused by academic probation or suspension is NOT a valid reason for approval of an extension of program.

Items necessary for the processing of an extension of program application are as follow:

- Request form for an Extension of Program (PTO)
- Completed Confidential Declaration & Certificate of Finance Form (attached)
- Proof of financial support (you must provide documentation showing financial support for the remainder of the time for completing your program)

Once your extension of program application is completed and submitted, the ISSC will process a SEVIS I-20 indicating your new completion date in item #5 on page 1, thereby notifying the USCIS of the change.

Keep this new SEVIS I-20 and all previously issued SEVIS Form I-20s. They must be submitted on request to an immigration officer when you travel outside the U.S., or to the USCIS when applying for any benefits for which F-1 students are eligible.

Note: If the date of completion of studies 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 student status, for which the USCIS will charge a \$300.00 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 in immigration laws, may carry heavy penalties.

Student Completes This Section:

NAME: _____

E-MAIL ADDRESS: _____

SEVIS #: N _____

ESL: CERTIFICATE:

Reason for requesting an extension of program:

Coordinator's Use Only:

- ESL student's current level: _____
Number of terms remaining to graduate: _____
- CABPS students:
Length of time/courses remaining to graduate: _____

Student's expected term of graduation will be (please indicate M/D/Y): Fall _____
Winter _____
Spring _____
Summer _____

Please check off and provide a description of the reason the above student is unable to complete the program in the given time and should therefore be granted an extension of program:

- _____
- Improper level placement _____
 - Documented illness (doctor's letter is required) _____
 - Unexpected research problems _____
 - A change in major _____

Coordinator's Signature

Date

Approval: **Denial:**

Designated School Official Signature

Date