

As an **UNDERGRADUATE** student in F-1 or J-1 status, it is expected that you will finish your degree program of study by the completion date on your current form I-20 or DS-2019. If you are not able to complete your degree by that date, you must request a program extension no later than one month before the date your current form will expire. If you fail to extend your I-20/DS-2019 in a timely fashion, or you do not meet the eligibility requirements to apply for the program extension, you will need to apply for REINSTATEMENT to legal F-1/J-1 status; in that case, you will need to contact the ISSS Office for reinstatement information and procedures.

To be eligible to request a program extension, you must show that you have continually maintained status and that the extension is needed due to compelling academic reasons (such as a change of major) or a documented medical reason (official medical documentation from a U.S. doctor/facility), which must be submitted with the Program Extension form.

**HOW TO APPLY FOR A PROGRAM EXTENSION:**

Make an appointment to **meet with your UNDERGRADUATE assigned** academic advisor. Section A must be completed by the student. Section B must be completed by your assigned academic advisor or your academic major's department head. Submit the completed form to the ISSS Office. ISSS will then determine your eligibility for a program extension. If approved, you will receive an email notifying you to pick up your new immigration document at the ISSS Office; remember to bring your student ID. **"Sponsored students"** must also submit an updated financial guarantee, which will cover the additional program extension time.

**IMPORTANT NOTES:**

- **Immigration regulations state that delays in completing your program caused by academic probation or suspension are not acceptable reasons for a program extension. Please see an advisor in the ISSS Office for REINSTATEMENT information.**
- Extension requests will not be granted solely because the student was delayed by engaging in employment such as CPT (Curricular Practical Training).
- An I-20/DS-2019 can only be extended for a maximum of one year at a time.
- Program extensions will not be granted to students who have completed their required degree program coursework, nor for coursework remaining for a MINOR; student must apply for OPT (Optional Practical Training).

**PART A: TO BE COMPLETED BY THE UNDERGRADUATE STUDENT**Name (as it appears on I-20 or DS-2019) \_\_\_\_\_  
*Last/Family* *First* *Middle*

Florida Tech ID Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Level:  Freshman  Sophomore  Junior  Senior Current I-20/DS-2019 End Date \_\_\_\_\_Major \_\_\_\_\_ Are you in a flight program?  No  Yes

Florida Tech Email Address \_\_\_\_\_

Do you have dependents here in the United States with you?  No  Yes: How many? \_\_\_\_\_Current visa status?  F-1  J-1 Have you applied for an extension before?  No  YesI am requesting a program extension due to:  Academic reasons  
 Medical reasons (medical documentation must be submitted to ISSS with this form)**I certify that I have read and understand the above information.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART B: TO BE COMPLETED BY THE UNDERGRADUATE'S ASSIGNED ACADEMIC ADVISOR OR UNDERGRADUATE'S ACADEMIC  
MAJOR DEPARTMENT HEAD****My signature below verifies that I have read the "Important Notes" section on the reverse side of this form and that the  
information I have provided is accurate.**The above mentioned **UNDERGRADUATE** student's program plan indicates the following:Major **Credits Required** for Graduation \_\_\_\_\_ Major Coursework **Credits Completed** \_\_\_\_\_Major Coursework **Credits Remaining** to Compete Program \_\_\_\_\_

Current GPA \_\_\_\_\_

Is student currently on Academic Probation?  No  Yes (student will need to see ISSS to apply for REINSTATEMENT)

Based upon the information provided above, the new expected date of graduation is \_\_\_\_\_

Academic Advisor's or Department Head's Name (*printed*) \_\_\_\_\_

Department \_\_\_\_\_ Phone Extension \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_