

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) 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 course work; 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

FIT 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

FIT 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 [] Yes

I 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 Course Work Credits Completed _____ Major Course Work Credits Remaining to Complete 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 _____