

**General Information:** An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20.

**Required:**

1. A signature approval from CASAS (UG students) or the Registrar's Office (GR/DR students).
2. A signature approval from the Embedded International Student Accounts Representative.
3. All students must be registered and financially checked in for the following semester. Doctoral Students are required to submit a Doctoral Registration Form.
4. Updated Degree Completion Plan Audit (DCPA) indicating classes completed and those that are still outstanding (please print this from your ASIST account).
5. A bank statement proving funding for the additional semester(s). Must be sufficient to pay for tuition, fees, and housing per USCIS regulations. Amount: \_\_\_\_\_

\*\*\*Note: Undergraduate students: Scholarships are granted for eight (8) semesters only\*\*\*

**To be completed by the student:**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Program of Study: \_\_\_\_\_

Level: \_\_\_ Associates \_\_\_ Bachelor's \_\_\_ Master's \_\_\_ Doctorate

Please provide a brief explanation of why you did not complete your degree by the Program Completion Date:

\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by Professional Advisor in CASAS (If UG student) or Academic Evaluator (If GR/DR student):**

Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student's expected graduation date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date student will complete all degree requirements not the "walk" date)

The graduation date indicated above is valid for the program in which this student is enrolled.

Advisor/Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by the Embedded International Student Accounts Representative:**

Name and title: \_\_\_\_\_

All students must receive approval from the Embedded International Student Accounts Representative prior to being approved for a program extension. Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return this completed form to your International Student Advisor for processing.**