

General Information: An F-1 student who is unable fulfill all degree requirements before the “program end date” on the Form I-20 may be granted an extension by the International Student Advisor (ISA). To qualify, the ISA must certify 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. The ISA may not grant an extension if the student did not apply for an extension before the “program end date” noted on the Form I-20.

Required:

1. An approval signature from the Director/Dean of the department.
2. An approval signature from the Embedded International Student Accounts Representative.
3. All students must be registered and financially checked in for the following semester and submit a Doctoral Registration Form.
4. Updated Degree Completion Plan Audit (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 is determined by the financial information on your I-20. *Note: if the bank statement is not in the student’s name, an accompanying sponsor letter must be submitted.

To be completed by the student:

Name: _____ Student ID #: _____

Program of Study: _____

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

Student Signature: _____ Date: ____/____/____

To be completed by Director/Dean of Program

Name and Title: _____

Phone: (____) - ____ - _____ E-mail _____

Date to which the extension will be granted ____/____/____

By signing this form, I confirm that my department is able to provide a minimum of 6 total credit hours (including **no less than 3 credits of residential studies**) for each of the remaining fall and spring semesters. For programs that do not operate on a semester basis, you must guarantee no less than 6 credits in any given 6-month period, with the “period” being defined by the span between **July 1-December 31**, and **January 1-June 30**. At least one residential course must be taken during the spring semester (JAN-MAY) and the fall semester (AUG-DEC).

Signature: _____ Date: ____/____/____

To be completed by the Embedded International Student Accounts Representative:

Name: _____

Signature: _____ Date: ____/____/____

****Return this completed form and required documents to your International Student Advisor for processing****