PROGRAM EXTENSION FOR F-1 STUDENTS
FREQUENTLY ASKED QUESTIONS (FAQ)

What is a program extension?
A program extension is the process of obtaining a new I-20 (for F-1 students) to extend a student’s authorized period of stay in the United States. A program extension is appropriate when a student is unable to complete the original study before the expiration date on the current I-20.

Who is eligible for a program extension?
You are eligible for a program extension if you (1) have been enrolled full time throughout your period of studies (12 credits for undergrad and 6 for graduate or have an OISS Part-Time Enrollment Authorization Form on file for each applicable semester), (2) have otherwise maintained your immigration status, and (3) the additional time is needed for academic or medical reasons. Student’s academic advisor must state that the delay is caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses.

Who is not eligible for program extension?
You are not eligible for an extension if you have been dismissed from the university. If you have been dismissed, you may want to discuss your options with an OISS advisor. Nor are you eligible if you have ever been enrolled less than full-time and do not have a completed RCL Form on file with the OISS. Nor are you eligible if you have completed all terms of your program of study and simply wish to delay your graduation date simply because you want to remain in the U.S. longer. Nor are you eligible if you are out of status with the U.S. Citizenship and Immigration Services (USCIS) in any way.

When should I seek a program extension?
The regulations require F students to obtain extensions before the expiration date on their current I-20. You should apply and visit the OISS approximately 4 to 6 weeks prior to your I-20 expiration date. Students who fail to obtain the extension before the I-20 expires are considered “out of status” and must seek reinstatement. Reinstatement can require a long processing period, during which time a student cannot legally be employed, even on campus. Reinstatement may be difficult to obtain, even for simple reasons like “forgetting” that your I-20 expired.

What are the consequences of failure to obtain a program extension?
If you forget the deadline and apply late, you will be “out of status”. If you are employed and overlook the date, you WILL be working “illegally” and may begin accruing “unlawful presence.” Such mistakes will jeopardize prospects for obtaining employment authorization, extensions of stay, and obtaining permanent resident status. They could even lead to being banned from entering the United States.

What is the procedure for obtaining a program extension?
1. Get your academic advisor’s approval At least one month before your I-20 expires (and preferably earlier than that), ask your academic advisor or department chair to complete an “Academic Advisor’s Recommendation for Program Extension,” a copy of which is included in this packet. Bring the form with you to your appointment with the OISS advisor (see next step).
2. Submit your Form to the OISS. After you have your academic advisor’s approval, bring the form to the OISS at and turn it in to Room 115, the Director will contact you once your new I-20 is ready.
3. Before you submit your documents, PLEASE CHECK THE FOLLOWING:
   • You must provide updated documentation (issued within last 6 months) of your financial support, such as a bank statement or offer letter for a graduate assistantship, so please bring this information with you.
   • If you have been enrolled for less than full time (12 credit hours for undergraduates or 6 credit hours for graduate students) you need to have your academic advisor complete and sign the “RCL Form.” This form must be completed for each semester for which you have been enrolled less than full time.
STUDENT REQUEST FOR PROGRAM EXTENSION

This form is provided for your convenience and is designed to facilitate the communication of information required by U.S. immigration regulations for students who will not complete their studies within the “normal” time frame for their level of study. Each

If you have any questions regarding the regulations or the completion of this form, please do not hesitate to email me at emoore@desu.edu (please include your complete name and D# in the email). You must answer each of the below questions otherwise the form will be returned to you and your new I-20 will NOT be issued from our office.

SECTION I

TO BE COMPLETED BY STUDENT

Family Name________________________ First Name________________________ D#__________________

Address: _________________________________ APT# ____________ City ____________ State __________ Zip code ____________

Name of Apartment Complex: ________________________________ (if you do not reside in an apartment complex write N/A).

Phone# __________________________ Email: ______________________________

What is the completed studies date on your current I-20? ________________________________.

Financial Support: Answer each of the below, if it does not apply put N/A. A new I-20 will not be issued without current financial evidence.

□ Graduate Assistantship Amount: $ ______ (Must provide copy of offer letter from department stating salary)
□ Personal Funds Amount: $ ______ (Must provide copy of most recent bank statement.)
□ Family Funds Amount: $ ______ (Must provide documentation of family funding no more than 6 months old.)
□ Other Sources of Funding Amount: $ ______ (Must provide documentation no more than 6 months old.)
□ How much do you pay per month for rent$ _____________(If you reside off-campus)

TOTAL AMOUNT: $ _____________ the total amount MUST match the total anticipated tuition/expenses listed on the I-20.

Do you have any dependents currently in F-2 status? □ Yes □ No

Student’s Signature: _______________________________ Date: ________________

(This form must be attached to the Academic Advisor’s Recommendation for Program Extension)

Form Extension (Rev 8/16)
SECTION II
TO BE COMPLETED BY ACADEMIC ADVISOR OR DEPARTMENT CHAIRPERSON

ACADEMIC ADVISOR’S RECOMMENDATION FOR PROGRAM EXTENSION

(This form will be returned to the student if the below information is NOT completed)

1. The student is engaged in the following course of study:

   Student’s Name: ___________________________  D# ______________________

   Major: ________________________________  Undergraduate/Graduate (Please circle one)

   Number of Credits Earned To Date: ________  Total Required for Degree ________

   New anticipated graduation or program completion Date: ______________________

      Month/day/Year

2. The student has not yet completed the course of study due to:

   ( ) Delay caused by a change in area of specialization
   ( ) Delay caused by a change in research topic
   ( ) Delay caused by unexpected research difficulties
   ( ) Delay caused by lost credits upon transfer to DSU
   ( ) No unusual delay, original completion estimate not reasonable for average student in this program
   ( ) Other (Please explain in detailed complete sentences)

   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

3. I am aware that the U.S. Citizenship and Immigration Services does not allow program extensions due to delays caused by financial difficulties, failure to find employment, academic probation/suspension, or simply because the student wishes to remain in the U.S. for a longer period of time. I recommend that the student be granted additional time to complete the course of study.

   __________________________________________
   Academic Advisor’s (or Chair’s) Signature   Date   Phone No.

   __________________________________________
   Academic Advisor’s (or Chair’s) Name Printed   E-mail Address

Form Extension (Rev 8/16)