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?
Students are eligible for a program extension if (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 students eligible if he/she have ever been enrolled less than full-time and do not have a completed RCL Form on file with the OISS. Nor are students eligible if he/she have completed all terms of your program of study and simply wish to delay his/her graduation date simply because he/she wants to remain in the U.S. longer. Nor are students eligible if he/she is 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 his/her current I-20. Students 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 students forget the deadline and apply late, he/she will be “out of status”. If students are employed and overlook the date, he/she 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. Complete the attached form and be sure to get your academic advisor’s approval At least one month or earlier before your I-20 expires, ask the academic advisor or department chair to complete Section II on this form.
2. Submit your Form to the OISS. After you have you have completed Section I of the form and your academic advisor completed Section II, submit the form to the OISS, Grossley Hall, Room 115, M-F 9:00AM-4:00PM, the Director will contact you once your new I-20 is ready.
3. Submit a current copy of your financial support, (a bank statement or offer letter for a graduate assistantship).
4. Submit a copy of your rental agreement if you reside off-campus.

*****DO NOT SUBMIT THIS INSTRUCTION SHEET WITH YOUR PROGRAM EXTENSION FORM, KEEP IT FOR YOUR RECORDS*****
STUDENT REQUEST FOR PROGRAM EXTENSION

This form 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. If you have any questions regarding the regulations or the completion of this form, please do not hesitate to email me at cmoore@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.

SECTION I

TO BE COMPLETED BY STUDENT:

Family Name________________________ First Name________________________ D#________________________

Address:__________________________________________________________

____________________________________________________________________

APT/Room# City State Zip code

Name of Apartment Complex: __________________________________________

(if you do not reside in an apartment complex write N/A.

Phone#________________________ Email: ____________________________@students.desu.edu

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

What is the expiration date on your F-1 Student Visa?________________________ Passport?________________________

mm/dd/yyyy mm/dd/yyyy

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 be documentation no more than 6 months old.)

□ I live on-campus. □ I live off-campus

If you live on-campus, name of your dormitory________________________________________.

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/personal & residing expenses etc 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 04/20)
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. _________________________________ is engaged in the following course of study:
   (Student’s Name)
   Major: ____________________________ Undergraduate
   OR
   Program of Study:___________________ Graduate
   OR
   Program of Study:___________________ PhD

   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
   (  ) Delay caused by compelling medical reason (must submit proof from a medical doctor)
   (  ) No unusual delay, original completion estimate not reasonable for average student in this program (if in a
      graduate program such as MBA, MPA, etc and you check this statement, please provide detailed
      information as to why it will take more than 2 years to complete the degree)
   (  ) Other (Please explain in detailed complete sentences how the delay is caused by compelling
      academic reasons)

   ______________________________________________________________
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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.

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   Academic Advisor’s (or Chair’s) Signature                  Date                      Phone No.
   ______________________________________________________________
   Academic Advisor’s (or Chair’s) Name Printed               E-mail Address

Form Extension (Rev 04/20)