F-1 Extension of Status Request

U.S. Department of Homeland Security (DHS) requires that you finish your program of study by the completion date on your I-20. The date on the I-20 is established by the International Student and Scholar Center admissions to reflect the average length of time it should take a student to complete the degree requirements. If, during the course of your studies it becomes necessary to extend your I-20, ISSC can provide I-20 extensions to those who are eligible and apply in a timely manner.

Eligibility

You must request a program extension before the program end date of your current I-20. Failure to do so will result in loss of your F-1 status.

In order to obtain a program extension, you must show that you have continually maintained status and that the extension is needed for compelling academic or medical reasons, such as a change of major (before your final semester) or research topic, unexpected research problems, or a documented illness. Delays in completing your program caused by academic probation or suspension are not acceptable reasons for program extension approval [8 CFR § 214.2 (f) (7) (iii)].

A program extension can be granted only for documented academic or medical reasons. You may be eligible for an I-20 extension if the following criteria are met:

- The delay was caused by documented academic or medical circumstances, you have sufficient financial resources to fund your studies and living expenses, and the extension is requested in a timely manner, with sufficient time for processing before the current expiration
- If your program end date has expired or you do not meet the eligibility requirements to apply for a program extension, you may be eligible to file for reinstatement to F-1 status with USCIS, for which you will have to pay a substantial fee. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations, which can carry heavy penalties.

The following are NOT valid reasons for I-20 extensions:

- To enroll in extra courses or repeat the same course for personal interest or to improve one’s GPA/grade
- To engage in research on or off-campus
- To finish pending coursework for an incomplete grade
- To engage in non-required Curricular Practical Training (CPT)
- To enroll in coursework delayed by participation in non-required CPT
- To add a minor (does not require change of program end date)

How to Request an Extension

☐ First, meet with your academic advisor to obtain his/her recommendation.

☐ Complete (complete Part 1. Your academic advisor completes Part 2) a “F-1 Program Extension Request Form” (page 2 of this document) and return it to the ISSC office at least 30 days prior to the expiration date on your current I-20 form.
F-1 Program Extension Request Form

This form is to be used by continuing F-1 students to request an I-20 extension to complete degree requirements.

Part 1 - To be completed by the Student:

Family/Last Name: __________________________________ Given Name(s): _________________________________________

WSU ID: ______________________ Phone#: _____________________________ Email: ___________________________________

Please list all sources of financial support*:

☐ Government/Agency sponsorship (amount): ___________________ Expiration date: ____________________________

☐ Personal/Family funds (amount): ____________________________

☐ Additional funds (please specify source and amount):

  o I certify I have read the request form instructions and information in full.
  o I certify the information I have provided is, to the best of my knowledge, accurate.
  o I understand I must report any address changes, current (U.S.) or permanent (out of U.S.), to the ISSS Office within 10 days of the change.

Signature_____________________________________________________Date_____________________________

Part 2 - To be completed by the Academic Advisor

Please carefully review and complete the following information (This section may NOT be completed by the student)!

Current Major:  ________________________________    New Major:  _____________________________________

Required credit hours remaining: __________________________ (excluding current term enrollment and summers)

Estimated completion date: ___________________________ (term and year)

Reason for delay (check all that apply**):

☐ Change/add a major field of study (if final semester, please refer to ISSC)
☐ Change in research topic
☐ Unexpected research problems
☐ Compelling medical reasons (student must provide documentation with doctor’s recommendation)
☐ Student needs more time due to the following compelling academic reason(s) (please review Eligibility Criteria on page 1 above for the explanation of what constitutes acceptable academic reasons for extension):

__________________________________________________________________________________________________

__________________________________________________________________________________________________

**If none of these apply, please contact the ISSC Office at issc@weber.edu.

As the Academic/Faculty Advisor for the student whose name is listed at the top of this form, I certify that the student is eligible to continue his/her studies and recommend that the student be allowed additional time to complete degree requirements.

Name____________________________________________ Title_____________________________________________

Signature _________________________________________ Date ____________________________________________

School or Department ________________________________ Phone _________________________________________