

I-20 Program Extension Request

This sheet is a checklist of items you need to complete for your program extension (i.e., extend your Form I-20). Your Program Extension request should be submitted to the ISS at least **30 days prior** to the expiration date on your current I-20.

An F-1 student is eligible for extension of stay if:

1. The student applies to the DSO for the extension at least 15 days prior to the program end date
2. The DSO actually updates the SEVIS record to reflect the extension before the program completion date.
3. The student has "continually maintained status". The student must provide documentation from the advisor that can certify that the delay in completion is "caused by compelling academic or medical reasons, such as changes of major, documented illnesses etc.
4. Please note that delays caused by **academic probation or suspension** are not acceptable reasons for a program extension.
5. You must prove that sufficient funding is available to you to meet the tuition, fees and cost-of-living expenses for the extension period you are requesting, or for one academic year (two semesters), whichever is shorter.

Checklist

- Determine if you are eligible to extend your program.
- Write a letter explaining the reasons why you cannot finish your degree within the current I-20 program end date. Also, explain how long you will need to complete the degree. Please list the expected graduation date on this letter. Please note that ISS will extend I-20s in one-year increments only.
- Run a degree evaluation from your portal and attach to the application.
- Assemble financial documents (originals, not copies or faxes) to prove that you have sufficient funds.
- Come to the ISS with all necessary financial documentation, your current Form I-20, your passport, and your I-94 card (the small white card stapled in your passport or electronic form).
- Complete the Student section on this form and submit all the above documents to the P/DSO. (*NOTE: incomplete applications will not be accepted.*)
- If this is the second (or subsequent) request for an extension to complete the current program of study beyond the maximum time period normally permitted by your school or college, you must also submit a letter from the chair/dean of the department requesting the extension and outlining the compelling academic reasons that caused the delay and explaining how you are making normal progress towards degree completion.
- You should come to the ISS office to pick up your new I-20 after the extension has been approved.

NOTE: Once the ISS has received a completed extension application (i.e., all required documents submitted), please allow ten (10) business days for processing.

I-20 Program Extension Request

To be completed by the student:

Student's Name: _____ FSW I.D. #: _____
Date of Birth: ____/____/____ SEVIS number: N _____ Email Address: _____
Date First Granted F-1 Status: ____/____/____ Date of expiration of current Form I-20 (F-1) _____
Level of Education: (AA/AS/BS/BAS) _____ Field of Study: _____
Expected Graduation Date: ____/____/____
Number of dependents included in extension request: _____

To apply for an extension of stay, please bring the following documents to International Student Services (ISS):

- Passport, Form I-20, Form I-94
- [Financial affidavit](#). You should be able to verify the amount necessary for the extension of the I-20 with a personal bank statement, or sponsor's letter and sponsor's bank statement.
- Write a letter explaining why the extension is necessary and your plan to make normal progress towards degree completion.
- Bring a copy of your degree valuation

*Please note: Delays caused by **academic probation or suspension** are not acceptable reasons for program extension. Students who do not qualify for an extension of stay are considered to be out of status after the expiration date on the I-20.*

By signing below, I affirm that I have maintained valid F-1 status throughout my FSW academic program.

Student's Signature Date

To be completed by the Academic Advisor or Student Services staff member:

The period of time initially granted to an international student to complete his or her program of study is limited by federal regulations governing F-1 student immigration status. The student named above is requesting an extension beyond the initial period granted. This form is provided to verify certain information needed to determine if the extension may be permitted under the rules of the U.S. Department of Homeland Security. Please direct any questions you may have to (etrail@fsw.edu). The student will submit this form to ISS.

Required credit hours remaining _____ (excluding current term enrollment)

Estimated completion date: _____ (term and year)

The student has not yet completed the current program of study due to (check all that apply):

- Change/add major field of study
- Documented illness or medical condition
- Student needs more time due to the following compelling academic reason(s) (please review Eligibility Criteria above for acceptable academic reasons for extension): _____

The student will complete the requirements of his/her current program no later than (i.e., what is the new program end date you are requesting for this student?): (M/D/Y) ____/____/____

I, therefore, recommend that this student be allowed additional time to complete his or her studies.

Academic Advisor's Name Signature Date