

Academic Advisor's Recommendation for Program Extension Undergraduate and Graduate International Students (F-1)

Section A: To be completed by student

Name exactly as in passport _____
Surname/family name _____ Given/first name _____

FHSU ID# _____ E-Mail address _____ Phone _____

Mailing address _____
Street address _____ City _____ State/Province _____ Postal Code _____ Country _____

Spouse and/or minor children accompanying you in the U.S.

	Surname/family	Given/first name	Date of birth	Country of birth	Relationship to you
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____

Section B: To be completed by ACADEMIC ADVISOR Please read "Who is Eligible" paragraph on reverse side before signing

This form is designed to facilitate the communication of certain information required by regulations of US Immigration. The foreign student whose name appears above wishes to apply for an extension of the time allocated for completion of his or her program of study. **NOTE : Academic probation or suspension are not acceptable reasons for delay.**

1. Education Level: _____ Bachelor _____ Master 2. Major: _____

3. Term in which **ALL** degree requirements are anticipated to be completed:

[] Fall 20_____ [] Spring 20_____ [] Summer 20_____

4. Reason extension is needed: _____

5. Number of credits required for degree: _____ 6. Credits to date: _____

I verify this student is making normal progress toward the completion of his/her degree and I recommend this student's stay to be extended as indicated above.

Academic Advisor's Signature: _____ Date: _____

Name (typed or printed): _____ Phone _____

Department: _____ E-Mail: _____

Section C: Source of funding for requested period of extension

The financial statement must have student's name on it as well as who's account it is. Names must be in ENGLISH and amount must be in US dollars.

[] Personal Funds: (attach proof: bank statement or letter, etc.) [] Other (must attach proof):

Graduate Student: Degree Analyst Signature: _____ Date: _____

Amount of funds needed (provided by Graduate School): \$ _____ [] Year OR [] Per Semester

Undergraduate Student: Degree Analyst Signature: _____ Date: _____

Amount of funds needed (provided by International Services): \$ _____ [] Year OR [] Per Semester

International Student Advisor Signature: _____ Date: _____

Overview

U.S. Department of Homeland Security (DHS) requires that you finish your program of study by the completion date on your I-20. The end date on the I-20 (Item #5) is established by the admissions office 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, the International Student Services Office can provide I-20 extensions to those who are eligible and apply in a timely fashion.

Eligibility Criteria

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 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)].

Extension of stay 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:

1. The delay was caused by documented academic or medical circumstances,
2. You have sufficient financial resources to fund your studies and living expenses, and
3. The extension is requested in a timely manner, with sufficient time for processing before the current expiration

If your program end date (I-20, section #5) has expired or you do not meet the eligibility requirements to apply for a program extension, it will be necessary 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
- 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 course work delayed by participation in non-required CPT

An I-20 which has already passed the program end date cannot be extended.