



International Student Services
(803)754-4100, extension 3236
Student Center, Student Life Office

Program Extension Request

F-1 students are admitted to the United States for “duration of status” or “D/S” and must complete their academic program by the completion date on the I-20 or apply for a program extension. Program extensions may be given to students who have continually maintained status and whose completion dates have been delayed due to academic or medical reasons. Students must apply for a program extension in the 30-day period before the completion date on the I-20; otherwise, the student will be considered out of status and will need to apply for reinstatement.

Acceptable academic delays include:

- (1) Change in major field of study.
- (2) Initial Difficulties with language causing approved RCL
- (3) Delays due to medical problems
- (4) Lost credits upon transfer to school, or
- (5) Insufficient time for average student to complete studies in the particular program. If the delay is for academic reasons, the student must have documentation from the academic adviser confirming the reason and the expected date of completion. (Attached)

**** *Academic probation or suspension are not acceptable reasons for delay. Individuals who have not maintained status or had delays due to academic probation or suspension must apply for reinstatement.***

I. Steps Taken by the Student:

1. Complete Document Request Form.
2. Academic Advisor Recommendation for Extension (Form attached)
3. Financial Recertification Proof

II Steps Taken by the DSO:

- a. Assess the student’s eligibility for program extension
- b. Issue a new I-20 in SEVIS
Update SEVIS with the new program completion date and explanation of the circumstances that necessitate the extension; this must be done before the expiration of the current program period.
- c. Print the I-20 with the new completion date through SEVIS, and sign it at item 10
- d. Give the new I-20 to the student, and instruct him or her to sign it at item 11.
- e. Make copies of the I-20 for office records

ACADEMIC ADVISOR'S RECOMMENDATION FOR EXTENSION OF TIME FOR A PROGRAM OF STUDY

Date _____ Student ID# _____ E-mail _____

Family Name _____ First Name _____

Local Address _____ Local Phone # _____

Office Address _____ Office Phone # _____

Academic Advisor or Department Head: This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the U.S. Bureau of Citizenship and Immigration Services (USCIS). The International student whose name appears above wishes to apply for an extension of the time allocated for completion of his or her program of study. Please complete the form in full and return it to the International Student Advisor.

1. The student is engaged in the following academic program:

Major _____ Degree _____

Number of credits required for degree _____

Semester/Year expected to complete program of study (month/day/year): _____

2. Is this student making normal progress towards his or her current degree?

Yes

No

3. Do you recommend this student be given additional time to continue his or her studies?

Yes

No

4. This student has not yet completed the current program of study due to (please check all that apply):

Delay caused by a change in major field of study.

Delay caused by difficulties with language.

Delay caused by medical problems (explain below or on back).

Delay caused by lost credits upon transfer to our school.

No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program.

Other (please explain on the reverse side of this form)

Signature

Title

Print Name

Campus Phone #

Date