

# Program Extension Request Form

**PART 1- To be completed by the student:**

In order to receive an F-1 status extension, please complete this portion of the form and SUBMIT it to your SCHOOL DEAN.

Student ID #: \_\_\_\_\_ SEVIS # \_\_\_\_\_ Program of Study: \_\_\_\_\_

Last Name: \_\_\_\_\_ First & Middle Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone No.: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Expiration Date of Current I-20: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature Date

**PART 2- To be completed by the School Dean:**

The above named student has informed the International Student Services Office (ISSO) about his/her need for more time to complete the requirements for his/her program. **By USCIS requirements**, the ISSO can extend the expected program completion date if the delay is **"caused by compelling academic or medical reasons, such as changes of major, or research topics, unexpected research problems, or documented illnesses. Delays such as academic probation or suspension are not acceptable reasons for program extensions"** [8 CFR 214.2(f)(6)(iv)].

To the best of your knowledge, if you believe that the student meets USCIS requirements for program extension, please provide the ISSO with the following information. Should you have any questions, please do not hesitate to contact the ISSO at 703-591-7042 ext. 4

1. During the first semester the student was engaged in English as a Second Language Studies : ( ) Yes ( ) No

If yes, date completion of language study: (month/day/year): \_\_\_/\_\_\_/\_\_\_

2. Is the student making normal progress toward 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 due to lack of English proficiency. The student needed to take ESL courses prior to enrolling in the academic program.
- ( ) Delay due to academic reasons (student has had to repeat one or more courses). Please explain in the "Comments" section below and attach documentation.
- ( ) Delay due to medical reasons (Please explain in the "Comments" section below and attach documentation).
- ( ) Delay due to unexpected financial problems (Please explain in the "Comments" section).
- ( ) No unusual delay. The original length of study given to complete studies was not reasonable for an average student in this program.
- ( ) Other (Please explain in the "Comments" section below).

Comments: \_\_\_\_\_

Remaining academic requirements: \_\_\_\_\_

Expected graduation date (assuming that student is continuously full-time): \_\_\_\_\_

\_\_\_\_\_  
School Dean's Name (Please Print) School Dean's Signature Date

Please return this form to the International Student Services Office. Thank you.

**To be completed by DSO or Int'l Student Advisor:**

Date Received \_\_\_\_\_ Date Entered in SEVIS \_\_\_\_\_ Intl. Advisor: \_\_\_\_\_