

## PROGRAM EXTENSION for DEGREE SEEKING STUDENTS

If you are a student on an F-1 or J-1 visa and you will not be able to complete your program of study by the program end date on your I-20 or DS-2019, you will need to request a program extension to remain in valid F-1 or J-1 status. Requests for a program extension must be submitted to International Student Advising and Services (ISAS) at least **two weeks prior** to the program end date on your I-20 or DS-2019. Please make an appointment with an international student advisor if you want more guidance on this process, contact our main office at (541) 737-6310 or email [ISAS.Advisor@oregonstate.edu](mailto:ISAS.Advisor@oregonstate.edu).

### Eligibility for an Extension

In order to be eligible for a program extension, you **must** apply before the program end date on your I-20 or DS-2019. Once the program end date on your I-20 or DS-2019 passes, your SEVIS record will be canceled and you will need to petition for reinstatement to valid F-1 or J-1 status. We do not extend program end dates more than one year at a time unless there has been a change in major or research topic, or if there are other circumstances to justify the extension. Please do not submit your request more than three months (one term) in advance of your current program end date. Exceptions may be made for students who plan to apply for a visa renewal, or who require an updated I-20 or DS-2019 for other official processes.

To be eligible for a program extension, you must be making satisfactory progress toward your academic objective. Please be advised that an international student advisor may contact your academic advisor if there is a question concerning the validity of your extension request.

### Acceptable Reasons for an Extension

ISAS can only approve an extension when you require additional time to complete your program due to valid academic or medical reasons. The most common acceptable reasons for an extension are:

- Change in major field of study
- Change in research topic
- Unexpected research problems
- Inadequate time on the original I-20 or DS-2019 for the average student to complete program requirements
- Medical reasons (must be substantiated in writing by a physician who treated the condition)

We **cannot** authorize a program extension if the delay in completing your program was due to **academic suspension**.

### Financial Documentation

F-1 student financial documentation (no older than 12 months) must show your ability to pay for all educational and living expenses for one academic year (12 months).

J-1 students must show funding for the entire period of their extension. New financial documentation is required for each extension request.

See the "[International Student Financial Documentation](#)" handout to determine the proof of funding amount you will need to provide. Please meet with an International Student Advisor if you want more guidance on this process.

The handout can be found on the International Students Forms & Documents web page: The URL is as follows: <http://oregonstate.edu/international/atosu/students/forms>

# PROGRAM EXTENSION REQUEST FORM

## Part I – To be completed by the student

Last Name (family) \_\_\_\_\_ First Name (given) \_\_\_\_\_

Student ID \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Current U.S. Address : Street \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Degree Level:  Bachelor's  Master's  Doctorate Major \_\_\_\_\_

Term you began current program of study \_\_\_\_\_ Expiration date on I-20 or DS-2019 \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/day/year)

Please explain what has caused a delay in the completion of your academic program within the time shown on your I-20 or DS-2019:

\_\_\_\_\_

\_\_\_\_\_

## Part II – To be completed by the academic advisor

The student is requesting an extension of program in accordance with the regulations of the U.S. Citizenship and Immigration Services (USCIS) or U.S. Department of State. These regulations allow for an extension for documented illness and bona fide academic reasons, such as a change of major or research topic, or unexpected research problems. Delays caused by academic suspension are **not** acceptable.

Please indicate the reason for delay in student's program (please check all that apply):

- Change in major field of study
- Change in research topic
- Unexpected research problems
- Inadequate time on the original I-20 or DS-2019 for the average student to complete the requirements
- Medical reasons (must be substantiated in writing by a physician who treated condition)
- Other \_\_\_\_\_

Has this student been making adequate progress towards the degree objective?  Yes  No

Please comment on your reasons for supporting this request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expected completion date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date student completed required coursework (grad students only)** \_\_\_\_/\_\_\_\_/\_\_\_\_

Academic advisor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and title (please print) \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

*International Student Advising and Services use only*

I-20 or DS-2019 Program Extension:    Approved                      Denied                      ISAS initials \_\_\_\_\_    Date entered into SEVIS \_\_\_\_\_