Extension of Study

Students may request an extension of studies for reasons such as health problems, changes in major, or other unforeseen problems. Extensions are granted in situations where the student has to complete studies on time.

F-1 or J-1 students who will not complete their program of study by the end date on their I-20 or DS 2019 need to request a program extension from the Center for Global Engagement (CGE) within ***30 days before*** the document expires.

Requirements:

- Have maintained status throughout academic career
- Made normal progress toward completing program
- Was unable to complete studies by end date on I-20 or DS 2019
- Have a compelling reason for delay in completion of studies
    - Documented through the Academic Advisor's Form (attached), including:
        - Academic reasons for delay in completion
        - Number of courses or thesis credits lacking for completion
        - Amount of additional time needed to complete study
- Proof of financial support for additional time requested
- Request submitted to CGE ***30 days before*** the current I-20 expires
- Proof of health insurance if available

If you have any questions or concerns, please contact:

Center for Global Engagement

Gillum Hall 240

(812) 237-2440

ISU-IPS@mail.indstate.edu

To Apply:

1. Obtain an Extension of Study packet from the Center for Global Engagement.
2. Have your advisor fill out the Advisor's Recommendation for an I-20 Extension for International Student Form.
3. Obtain *proof of financial support* for the additional time requested or for one year (whichever is less). This may be a letter of support from your sponsor or parent accompanied by a certified financial statement or bank letter. If you are fully supported by your department, this should be a letter from your department stating the amount of continued support (including stipend and any tuition assistance).
4. Visit the Center for Global Engagement.
    - If you are an *F-1 student*, bring the above documents and **copies** of all previous I-20s, I-94 card, and passport page showing its expiration date.
    - If you are a *J-1 student*, bring the above documents plus **copies** of all previous DS 2019, I-94 card, and passport page showing its expiration date.
    - Completed application will be processed in 5 days.
    - Provide proof of health insurance if available. For J-1 students it is mandatory.
5. If you are eligible for a program extension, we will update your SEVIS record and issue a new I-20. You will need to come to CGE to pick up your new I-20.

Indiana State University

Center for Global Engagement
217 North 6th St. Gillum Hall 240, Terre Haute, IN 47809
(812) 237-2440 - Fax (812) 237-3602 – http://www.indstate.edu/ips/

Advisor's Recommendation for I-20 Extension for International Student

Part I. To be completed by the student.

Please make sure that you complete this part of the form thoroughly. Incomplete forms will delay your request to extend your I-20.

Name: ID Number: Date:

Telephone No. (Home): Telephone No. (Work): Email:

Current I-20 expiration date: I-94/Admission Number:

Will you travel outside of the U.S. prior to the expiration of your I-20? ☐ No. ☐ Yes. Departure Date:

Part II. To be completed by the Academic Advisor.

The above named student needs to extend the expected date of completion noted on his/her I-20 immigration document. All international students must have a current I-20 to remain in the U.S. legally. To assist us in preparing an I-20 extension, please complete this form. If you have any questions, please call the Center for Global Engagement. Thank you for your assistance. *Please complete this section thoroughly to ensure the timely processing of this request. According to USCIS regulations, the I-20 can only be extended 30 days before it expires.*

Has this student been continuously enrolled full-time? ☐ Yes. ☐ No.

This student will complete requirements for his/her current program by: ☐ Fall ☐ Spring ☐ Summer Of the year: _____

Number of hours needed to complete the current program of study:

Reason/s for extension (please check all that apply):

- ☐ Delay caused by a change in major field of study from _____ to _____
- ☐ Delay caused by a change in research topic
- ☐ Delay caused by unexpected research problems
- ☐ 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 in the comments section below.)

☐ Financial Support by Department (*Please indicate in exact figures*):

- ☐ Assistantship Amount $_____ per semester
- ☐ Waiver Amount $_____ per semester

Number of semesters funding will continue: _____

☐ ☐Personal funds/ Other: $_____

Note to student: *If funding is personal/other you should submit a recent bank statement showing your checking and/or savings account balance or a recently dated bank statement and Affidavit of Support from your sponsor. It should indicate the amount of funding and the length of time that your sponsor will continue to support you. If you have F-2 dependents, the bank statement should indicate an average balance and the date the account was opened.*

Comments:

Do you recommend that this student be allowed additional time to complete his/her studies? ☐ Yes. ☐ No.

Signature: Name/ Title: Date:

Email address: Telephone No:

Part III. To be completed by the Center for Global Engagement.

Based on the information provided in the student's bank statement and the academic advisor's recommendation, I determine that the requested I-20 extension: ☐ is recommended. ☐ is not recommended.

Comments:

Signature: Title: Date: