



# SMIU

## International Student & Scholar Services Office (ISSS)

### REQUEST FOR EXTENSION OF PROGRAM FOR F-1 STUDENT

A student on an F-1 visa may only stay in the country as long as the I-20 is valid. The I-20 is valid through the completion date (item 5). Extension is subject to authorization by the “Designated School Official” of the International Office and must be obtained **prior** to the completion date on line 5 of the I-20.

#### Eligibility for extension of F-1 program

- Application must be made no later than one month prior to completion date (item 5) on I-20.
- The International Office must actually notify the Department of Homeland Security prior to the completion date (item 5) on I-20.
- Student must have “continually maintained status”.
- The delay in completion must have been caused by a compelling academic or medical reason, such as a change of major or research topic, unexpected research problems or documented illnesses.
- Delays must NOT have been caused by academic probation or suspension.
- Other reasons should be discussed with an International Student Advisor in the International Center in the Blanton Building during walk-in hours or during an appointment.
- Student must submit financial documentation showing ability to provide funding for tuition, fees, living expenses, health insurance, and dependents (if applicable).

Student name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Student's email \_\_\_\_\_

**All four steps below must be completed before an extension will be granted.**

#### STEP ONE: ACADEMIC ADVISOR RECOMMENDATION:

By signing my name below, I affirm that this extension is recommended because the student needs additional time due to a compelling academic or medical reason(s). These reasons may be changes of major or research topics, unexpected research problems, or documented illness. Moreover, the student is making normal progress toward completing the educational objectives of his/her program and this delay has not been caused by academic probation or suspension.

Remember that it is considered a fraud to recommend an extension because the student was not able to file an H-1B visa application and therefore wishes to apply for an extension. Neither should an extension be recommended because the student did not finish a project in a timely manner and is consequently requesting an incomplete grade in order to extend his/her program completion date. **I therefore affirm that a legitimate academic or medical reason for the extension recommendation exists.**

