



**SMU**

International Student & Scholar Services Office (ISSS)

**REQUEST FOR EXTENSION OF PROGRAM FOR J-1 STUDENT**

A student on a J-1 visa who is pursuing a Bachelor’s Degree, Master’s Degree or Doctoral Degree may only stay in the country as long as the DS-2019 is valid. The DS-2019 is valid through the completion date (item 3). Extension is subject to authorization by the “Alternate Responsible Officer” of the International Office and must be obtained **prior** to the completion date on line 3 of the DS-2019.

- Eligibility for extension of J-1 program**
- **Application must be made no later than one month prior to completion date (item 3) on DS-2019**
  - **The International Office must actually notify the Department of Homeland Security prior to the completion date (item 3) on DS-2019.**
  - **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 e-mail: \_\_\_\_\_

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

**STEP ONE: ACADEMIC ADVISOR AUTHORIZATION**

I recommend that the above mentioned student extend his/her program until a completion date of

\_\_\_\_\_  
Month                      Day                      Year

By signing my name below, I affirm that this student is making normal progress toward completing the educational objectives of their program and needs additional time due to a compelling academic or medical reason(s). This delay has not been caused by academic probation or suspension. Please give a brief description of the reason why an extension is recommended **(required)**:

(Academic Advisor) Print name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## STEP TWO: OBTAIN FINANCIAL DOCUMENTATION

If your funding is through personal funds, family funds, or a sponsor, and the funds are located at a bank in the United States, please provide a letter on official bank letterhead that is signed by a bank official. If funds are located outside the United States, the funds must also be verified by a letter on official bank letterhead that is signed by a bank official. A letter must accompany any non-personal funds, or a statement can be included with the bank letter, that your family or sponsor will provide to you the necessary funds toward your expenses. **For scholars**, the extension of the offer letter must clearly state the salary as well as the length of time the salary will be paid. **Please note**, the majority of your financial support cannot be from your personal or family funds.

**If some or all of your funding is through an SMU department, please have the following completed by a department official:**

Name of student: \_\_\_\_\_

The above mentioned student will receive financial support in the amount of \$ \_\_\_\_\_

per \_\_\_\_\_ due to a \_\_\_\_\_  
scholarship, assistantship, or fellowship

from \_\_\_\_\_ through \_\_\_\_\_ at which time, it is calculated  
date date

that this student will complete his/her program.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

\_\_\_\_\_  
print name

\_\_\_\_\_  
e-mail

\_\_\_\_\_  
telephone number

\_\_\_\_\_  
academic department

## STEP THREE: MEET WITH AN INTERNATIONAL STUDENT ADVISOR

At this meeting, the student must submit the following:

- Completed extension form with authorization from the academic advisor or associate dean.
- If extension is due to medical reasons documentation from a medical doctor should be attached to this form. If documentation from a medical doctor is already on file with the International Office, no further documentation from a physician is required.
- Financial documentation.
- Proof of health insurance.

## STEP FOUR: SIGN UPDATED DS-2019

- This must be signed before the "completion date" listed in item 5 of previous DS-2019.
- An updated DS-2019 should be signed for each dependent in the United States.