

F-1 Student I-20 Program Extension

The U.S. Citizenship and Immigration Service (USCIS) allows students in the F-1 immigration status to apply for a Program Extension under certain circumstances. According to section 214.2(f)(7)(iii) of the Code of Federal Regulations regarding nonimmigrant classes, the Designated School Official can approve an Extension of Stay only after certifying that the student has *“continually maintained status and that the delays are caused by compelling academic or medical reason, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extension.”*

If you anticipate that you will not be able to complete your degree by the program end-date, which is listed in Section #5 of your I-20, you will need to submit the required documents listed on the back of this page **at least 1 month BEFORE your program end-date**. Students who fail to submit the required paperwork by the established deadline may fall out of lawful immigration status and may need to apply for a reinstatement to lawful F-1 status.

► **Please read the instructions on the back of this page very carefully for the steps you must follow in order to complete the *Program Extension* process.**

(11/14/08)

(Over)

Application Instructions for the F-1 Student I-20/Program Extension

F-1 students applying for an F-1 program extension **MUST** read and follow the instructions below and submit all required documents to the Office of International Student Services (OISS) at least 1 month prior to the program end-date listed in Section #5 of your current I-20. Failure to meet this deadline could result in the loss of your lawful F-1 immigration status.

1. Complete Part A of the form entitled “Academic Department Recommendation for an Extension of Stay/I-20 Extension” (attached), and have your Academic Advisor/Dean complete Part B of the form.

2. Obtain new Financial Documentation for your new I-20 and submit a new Financial Affidavit Form.

You will need to meet with the OISS Director to determine the exact amount of funding you will need to show for your program extension period. The amount will vary depending on how long you will need to complete your degree.

Funding from the University through Assistantships, Scholarships, or Stipends: If you are receiving this type of funding, you must attach to the Financial Affidavit a letter from your academic department indicating how much funding you will receive from the department through the extension period. The letter must include the cost of tuition, and the amount of your stipend and/or scholarship.

Personal Funding or Funding from a Sponsor: If you are providing your own funding for your education or are receiving funding from a sponsor (including a parent, other relative, church group, etc.), you will need to attach to the Financial Affidavit a personal bank statement, or a bank statement from your sponsor showing that there is enough funding available to cover the cost for tuition and living expenses for the extension period.

The Financial Affidavit Form can be accessed on the OISS website through the following link: <http://www.regent.edu/admin/stusrv/iss/documents/FinancialAffidavitForm10.17.08.pdf>.

3. Obtain a Certificate of Enrollment from the Registrar’s Office.

The Certificate of Enrollment must show full-time or part-time status for every semester since you began your studies at Regent University—including the current semester.

(The Certificate must be requested from the Registrar’s Office in Room 235, Student Center and takes approximately 3-5 days to process. The request form is available on the Registrar’s website at:

http://www.regent.edu/admin/registrar/documents/FormStudentALL_CertLetterRequestForm_001.pdf).

4. Complete the Student Verification of Lawful F-1 Immigration Status (attached).

5. Submit the 4 items listed above to the Office of International Student Services (OISS) with a photocopy of your most recent I-20, the essential pages of your passport, your I-94card, and your latest F-1visa.

▶ **Failure to submit all documents by the above listed deadline can result in serious immigration problems for you.**



**Academic Department Recommendation for an
Extension of Stay/I-20 Extension
(for F-1 Immigration Status)**

Part A: Instructions to STUDENTS--Complete this section of the form, submit it to the appropriate academic representative to complete **Part B**, and return it with all other required items to the Office of International Student Services (OISS) at least 1 MONTH prior to the end-date on your current I-20. Failure to meet this deadline can result in serious immigration problems.

Last/Family Name	First/Given Name	Student ID Number
Major/Concentration	Expected Date of Program Completion	
Phone Number	Email Address	

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Part B: Instructions to ACADEMIC DEANS/ADVISOR--Please read the paragraph below, complete this section of the form, and return it to the student as soon as possible.

The U.S. Citizenship & Immigration Service (USCIS) allows students in F-1 immigration status to apply for an Extension of Stay in the U.S. under certain circumstances. According to section [214.2(f)(7)(iii)], of the Code of Federal Regulations regarding nonimmigrant classes, the Office of International Student Services (OISS) can approve an Extension of Stay only after certifying that the student has “continually maintained status and that the delays are caused by compelling academic or medical reasons, such as a change of major or research topic, unexpected research problems or documented illness. Delays caused by academic probation or suspension are NOT acceptable reasons for program extension.” **Please confirm whether or not it is necessary for the above named student to be enrolled for one additional semester/year by completing the section below and returning this form to the student as soon as possible.**

___ I hereby certify that this student is NOT eligible for a program extension because the delays are caused by academic probation or suspension; OR

___ I hereby certify that this student IS eligible for a program extension because of the compelling academic reason indicated below (please check one):

- The student changed his/her major to: _____.
- The student changed his/her research topic.
- The student has had unexpected research problems/delays.
- Other, please explain: _____

► **Is the student in good academic standing and has he/she maintained full-time enrollment each semester?**

Yes ___ No ___

► **What is the expected thesis defense/dissertation date for this student now?** _____ / Not Applicable ___

► **What is the expected date of student’s graduation?** May ___ / August ___ / December ___, 20 ____.

Name of Academic Dean (please print)	Regent Telephone Number
Signature of Academic Advisor/Dean	Today’s Date

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Part C: To be completed by the government appointed Designated School Official in the OISS:

- ___ The student has maintained full-time enrollment each semester or has applied for an “Authorized Drop Below F.T.”.
- ___ The student has not worked off-campus without written authorization or on-campus for more hours than permitted.
- ___ The student has met other requirements for maintaining lawful F-1immigration status.
- ___ The program extension was entered into SEVIS on (date): _____

Signature	Today’s Date
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Office of International Student Services

Student Verification of Lawful F-1 Immigration Status

Student's Name: _____
(Last/Family) (First/Given) (Middle)

Student ID Number: _____

► I understand that employment is defined as the part-time or full-time rendering of services for compensation—financial or other; and I have not been employed outside of Regent or off campus (including CBN) without PRIOR WRITTEN authorization from the OISS, or an Employment Authorization Document (EAD) from USCIS (formerly known as INS):

True ___ False ___

► I have not been employed on-campus more than 20 hours per week while school was in session (during the fall and spring semesters):

True ___ False ___

► I have been enrolled full-time each semester at Regent or have received PRIOR approval to drop below full-time status from the Office of International Student Services (OISS).

True ___ False ___

► If you answered "false" to any questions above, please explain here:

Student's Signature: _____

Today's Date: _____