

## F-1 Student I-20 Program Extension Application

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 I-20 expiration/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 current I-20 expiration/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. ***Special Note:*** Because of the time it takes to prepare this application, F-1 students are advised to begin preparing it at least 2-3 months prior to their current I-20 expiration date.

► **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.**

(3/18/10)

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

F-1 students applying for an I-20 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 expiration/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 and ability to complete your degree at Regent.

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

2. **Obtain new Financial Documentation for your new I-20 and submit a new Financial Certification 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 and where you are in your academic program. The Financial Certification Form can be accessed on the OISS website through the following link:

<http://www.regent.edu/admin/stusrv/iss/documents/FinancialCertificationForm201011GRFINALOISSAddress.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 attached and is available on the Registrar’s website at: [http://www.regent.edu/admin/registrar/documents/FormStudentALL\\_CertLetterRequestForm\\_001.pdf](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 all 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 and the inability to complete your degree program at Regent.**



**Academic Department Recommendation for an Extension of Stay/I-20 Program 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.

Form with fields: Last/Family Name, First/Given Name, Student ID Number, Major/Concentration, Expected Date of Program Completion, Phone Number, Email Address

**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

Form with fields: Name of Academic Dean (please print), Regent Telephone Number, Signature of Academic Advisor/Dean, Today's Date

**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):

Form with fields: Signature, Today's Date



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:

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Student's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_