I. **EXPLANATION**

If you are unable to complete your program of study by the "completion of studies" date listed on the front of your most recent I-20 or DS-2019 form (formerly IAP-66) in item #5 on I-20 and item #3 on the DS-2019), you must get a new document. If you are eligible, the international advisor will help you extend your document to complete your studies. **You must consult with the international advisor 30 days prior to the date needed.** (Example: If you are traveling out of the country, you must apply for an extension 30 days prior to the date you will be leaving). J-1 Scholars should consult an international advisor about extension procedures for scholars.

II. **CONDITIONS AND LIMITATIONS**

1. You may apply for an extension to your program if:
   a. The expected completion of studies date on your I-20 or DS-2019 has not passed, and
   b. You have continuously maintained lawful F-1 or J-1 student status, and
   c. The delay in completing program requirements has been caused by compelling academic reasons (such as changes of major field or research topics, or unexpected research problems), or compelling and documented medical reasons. Delays caused by academic probation or suspension are not reasons for extension of a program of study.

2. You must apply for changes to the I-20/DS-2019 thirty (30) days prior to the date needed to allow for ample time to complete your application.

   If you do not meet the requirements for an extension listed above, you may need to apply for "reinstatement" to lawful F-1 or J-1 status. **In this case, immediate consultation with the international advisor is necessary.**

III. **OTHER IMPORTANT INFORMATION**

It is your responsibility to comply with all immigration regulations which apply to F-1/J-1 Students. The international advisor will assist you to do this. Remember to contact the advisor immediately if your I-20/DS-2019 will soon expire or has already expired. If you fail to meet your responsibilities, you may not be eligible to continue (or apply for) benefits provided to students. For example, you may not be eligible for any type of employment (even on-campus employment through a scholarship, fellowship or assistantship) or to apply for school transfer, practical/academic training or other benefits if you do not file for an extension before your document expires.

IV. **APPLICATION PROCESS**

Provided you meet all the requirements, the international advisor will authorize the extension. To apply, follow the steps below.

**STEP 1:** Be Informed. Read this entire handout thoroughly and carefully.

**STEP 2:** Receive your Academic Advisor’s Recommendation. Have your advisor complete the "Academic Advisor's Recommendation for Extension of Program of Study" (PAGE 2, attached). Please note the difference between completing your degree and graduating. Immigration regulations refer to the date you complete all requirements for a program of study, not to the date the degree is conferred or to the date you participate in graduation ceremonies and receive a certificate or diploma. USCIS ignores your graduation date because it realizes that many students, especially graduate students in thesis or dissertation programs, may complete requirements for a degree any day during the year. This means that the day you complete the last requirement for the degree will be your "completion date".

**STEP 3:** Obtain Current Proof of Financial Support. Get proof of financial support to cover the remainder of time you will need to complete your program. For department funding, you may use your assistantship contract form or a letter on department letterhead that describes the amount and duration of the support. If you are funded by another source, we will need a letter of support from your sponsor, as well as original supporting financial documents, such as bank letters or salary statements showing that the funds are available. Call Office of International and Exchange Programs if you are unsure about minimum financial requirements.

**STEP 4:** Process the Extension with Office of International and Exchange Programs. Bring all of the documents above to the Office of International and Exchange Programs, Fidel Center 262, complete a New I-20 Request form and leave all forms for the international advisor. We will notify you when your new document has been created and is ready to be picked up. When you come in to pick up the document you will be given a new SEVIS I-20 or DS-2019 form which will take the place of your previous I-20 or DS-2019. Please sign # 11 on p.1 of your new I-20 or at the bottom of p. 1 of your DS-2019 form. You must keep this and all previous copies of your I-20s or IAPs/DS-2019s, and submit them to an immigration officer when you travel outside the U.S. or apply for any future immigration benefits, or to the international advisor when you apply for benefits that involve processing by that advisor. For F-1 Students, all future benefits will be noted on the new I-20.

**STEP 5:** Bring your extended I-20/DS-2019 to Office of Graduate Studies and Payroll. After you receive your extended I-20 or DS-2019 and sign the new form, please bring a copy to the Office of Graduate Studies (Fitch 203) if you are a graduate student holding an assistantship. If you have an on-campus job, please bring a copy of your extended I-20 or DS-2019 to the Payroll Department (Wells Hall 2nd Floor Room 113).
ACADEMIC ADVISOR’S RECOMMENDATION
FORM FOR EXTENSION OF PROGRAM OF
STUDY
(EXTENSION OF I-20/DS-2019)

Students: Please complete the information in Section A below, and then give this form to your Academic Advisor to complete Section B. [PLEASE PRINT OR TYPE]

SECTION A: Student information
Student name: ________________________________
Student ID number: ________________________________
Date of Expiration on I-20/DS-2019 form: ________________________________
Original estimate of length of program: ________________________________
When will you next travel outside the US? ________________________________
Name of current on-campus employer and position (if any): ________________________________

SECTION B: Academic information
Academic Advisor: This form is provided to facilitate the communication of certain information required by government regulations. Its completion is needed for a student in F-1 or J-1 status to be granted an extension of the time limitation placed upon the student's current program of study. Any questions you may have can be directed to Office of International and Exchange Programs, at (575) 835-5060. Please complete this form in full and return it to Office of International and Exchange Programs (please print or type). Thank you for your assistance.

1. Has this student been continuously enrolled for a full course of study? (Undergraduates - 12 units; Graduates - 9 units or 6 with assistantship; graduates in thesis/dissertation-only phase – 3 units)
   _______ Yes _______ No

2. This student will complete requirements for his/her current program on or about: ________________________________ (mm/dd/yy)

3. This student has not yet completed the current program of study due to:
   (Please check all reasons which apply)
   _______ Delay caused by a change in major field of study.
   _______ Delay caused by a change in research topic.
   _______ 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 below use the reverse side of this form if necessary).

4. Please describe the exact circumstances surrounding the delay indicated above:
   NOTE: THIS INFORMATION IS REQUIRED!
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. We understand that graduate assistantships are not guaranteed but to the best of your knowledge, is the student likely to receive an assistantship next semester with a similar amount? _______ Yes _______ Don't know

I therefore recommend that this student be allowed additional time to complete studies.

Academic advisor's signature: ________________________________
Name and title: ________________________________ Date: ________________________________