



## Program Extension Form for F-1 and J-1 Students

### Program Extension: Requirements for eligibility

You may apply for an extension of your student program if:

- You have not yet exceeded the time limitation placed upon your study by the expected completion of studies date in item #5 on your I-20 or DS-2019,
- You have continuously maintained lawful F-1 or J-1 status
- The delay in completing program requirements has been caused by compelling academic reasons such as changes of major field or research topics, unexpected research problems, or compelling and documented medical reasons. Delays in completing program requirements, which are caused by academic probation or suspension, are not acceptable reasons for extension of a program of study. You are not eligible for extension if you have been dismissed by the university.
- You have been enrolled as a full-time student. Students who have enrolled less than full-time and have not filed a Reduced Course Load request with ISSS are not eligible.

### Form Instructions – Step by Step

Step 1: Complete **section 1**.

Step 2: Meet with your academic advisor. **He or she will fill out section 2.**

Step 3: Ensure that you have the necessary funding support documentation listed in **section 3**.

Step 4: Make an appointment with an ISSS advisor. Bring this completed form and proof of support to the meeting! **If you wish to request an extension due to a documented medical illness, you must also bring documentation from a medical professional.**

### Section 1: To Be Completed by the Student (Please Print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Major: \_\_\_\_\_

Please indicate your level of study at Mines:

Undergraduate \_\_\_ Master's \_\_\_ PhD \_\_\_

CWID#: \_\_\_\_\_ SEVIS#: **N00** \_ \_ \_ \_ \_

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Current DS-2019/I-20 Expiration Date: \_\_\_/\_\_\_/\_\_\_\_\_

#### **J-1 Students Only:**

Have you applied for a waiver of the 212(e) two-year foreign residence requirement?

No \_\_\_ Yes, and it was approved\* \_\_\_ Yes, but it was denied\* \_\_\_

*\*Any time the Department of State has recommended to the Department of Homeland Security that a waiver of INA 212(e) be granted, the J-1 student is no longer eligible to extend the DS-2019.*

**Section 2: To Be Completed by the Academic Advisor**

This form is provided to facilitate the communication of certain information required by U.S. Citizenship and Immigration Services (USCIS). Its completion is needed for a student in F-1 or J-1 status to be granted an extension of the time limitation placed by the USCIS on the student's current program of study. Any questions you may have can be directed to the International Student and Scholar Services Office.

1. Has the student been continually enrolled full-time?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. This student has not yet completed the current program of study due to: (Check all that apply)

- Delay caused by a change in the major field of study
- Delay caused by a change in research topic
- Delay caused by unexpected research problems
- Delay caused by documented medical problems
- Delay caused by lost credits upon transfer
- No unusual delay. Original completion date unreasonable for average student in this program.

3. Is the student currently receiving a scholarship/GA/RA?  Yes  No

If yes, then will this student continue to receive support during the extended time period?  Yes  No

4. Is the student making academic progress towards his or her current degree?  Yes  No

5. Do you recommend that this student should receive additional time to complete his or her program of study?  Yes  No

6. Please provide a description detailing your answer to **item 5**:

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7. If you believe that this student needs additional time to complete his or her degree requirements, what is the student's new anticipated end date? \_\_\_\_\_

Name and title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 3: IMPORTANT - Information about Program Extensions**

If the student meets the eligibility requirements listed at the top of the first page, please note that this form should be turned in to the International Student and Scholar Services Office (ISSS) **at least** one to three months before the student's current Form I-20/DS-2019 is set to expire. Neglecting to promptly make an effort to extend the Form I-20 or DS-2019 can potentially jeopardize a student's ability to continue his or her program of study, and place the student in violation of their non-immigrant status. Please note that **proof of financial support** must also be submitted for the time period being requested for the extension. If an ISSS advisor approves the student's request, a new Form I-20 or DS-2019 will be issued. There is a possibility that the advisor may request additional information.

**Acceptable Funding Documentation for Program Extensions**

1. **Graduate Assistantship Letter or Contract** with the student's full name, position title and appointment information, information about length of position appointment, benefits provided by the position, and the monthly stipend amount.
2. **Letter from the Bank or Paper/Online Bank Statement** with the student's full name, account number (if student's name is not on statement), date within the last 12 months, amount of available funds, and an Affidavit of Financial Support if funding is not coming from the student.
3. **Government Sponsorship Letter** with the student's full name, date within past 12 months, how long sponsorship is valid, and how much funding is available in USD. Confirmation of full coverage of tuition and living expenses is also acceptable. If the student has dependents, please also include details about their financial coverage.