

EXTEND PROGRAM

If a student has not completed their program by the program end date listed on their I-20 (section #5), and they want to continue their program of study, they must apply for a program extension through OIE. Failure to do so will result in the student being 'out of status.' The maximum amount of time for any one extension is 12 months.

Steps to extending program:

1. Obtain new financial certification document(s) for the period of time the extension is requested.
2. Obtain a letter from students' academic advisor or graduate program director confirming the following points:
 - Student is making normal progress towards degree
 - Noting legitimate academic reasons for the delay (e.g. change in major, change in research topic, unexpected research problem, etc.)
 - Listing the new anticipated date of completion.
3. The student must have maintained continuous full-time enrollment and is otherwise in status.
4. Complete 'Request to Extend Program' form
5. **Submit the 'Request to Extend Program' form, financial certification and required letter to the International Student Advisor at least 2 weeks prior to the program end date.**
6. Student will receive a new I-20 with a revised program end-date if all criteria have been successfully documented.