

## PROGRAM EXTENSION

U.S. Immigration expects students to graduate on or before the “completion of studies” date (item #5) on the I-20. If the student is unable to complete their program requirements by this date, please submit this form to the ISS Office **prior** to the end date of the I-20.

A student may be eligible for a program extension if the student (1) has maintained full-time enrollment, (2) has not allowed the “completion of studies” date to expire on the I-20, and (3) needs extra time for “compelling academic reasons” such as unexpected research problems or change of major.

If the student’s I-20 has expired, or if he/she has not met the conditions of eligibility, the student will be required to petition to USCIS for a reinstatement of status. [8 CFR 214.2 (f)(16)(i)].

### Application Procedure:

**(Must be submitted prior to the end date of the I-20.)**

- A. Student must obtain a letter or email from the academic advisor. The email or letter must include:
- ✓ A recommendation for the extension of the duration of study
  - ✓ Describe the reason the student needs the extra time  
(USCIS is looking for a compelling academic reason beyond the student’s control, e.g. delay in receiving needed equipment, mishap causing data loss, or change of research topic; time out for suspension or probation is not acceptable.) [8 CFR 214.2 (f)(7)(iii)]
  - ✓ Indicate the new expected date of completion.  
(This date should be a stable, serious estimate)
- B. Student must submit a scanned copy of their passport before issuance of I-20.
- C. Student will need to provide updated financial information for the I-20. This can be in the form of an assistantship letter from the department, personal bank statement, bank statement from family member, or a combination of those listed documents. An OSU Financial Guarantee will also need to be filled out and submitted if the student is using funds from a family member.

If the student is eligible for the program extension, a new I-20 will be issued. The student will receive an I-20, which will be used to travel abroad and/or for future benefits.

### Suggested letter or email format is as follows:

(Date)

To Whom It May Concern,

I am writing to request that \_\_\_\_\_ be granted an extension of his/her I-20 until \_\_\_\_\_.

The reason for this request is: (compelling academic reason beyond the student’s control, e.g. delay in receiving needed equipment, mishap causing data loss, or change of research topic)

Should you require any additional information, please contact me at \_\_\_\_\_

(Signature line)