

## WHEN TO APPLY

You must request a program extension **before** the end date on your I-20. [Item #5] Office of International Students & Scholars (OISS) **cannot** extend your I-20 once the program end date has passed.

## ELIGIBILITY

- You must have continually maintained status as an F-1 student throughout your program of study or been reinstated to lawful student status; and
- Delays in degree completion are caused by valid academic or medical reasons. Delays caused by academic probation or suspension are not acceptable reasons.

## PROCEDURES

- Step 1
- Complete Part A of **Request for Program Extension** form.
  - Have your Academic Advisor complete Part B of the form.
  - Obtain financial documentation to show funding for the period of your extension if your source of funding has changed.
  - Obtain medical documentation if delays in program completion are caused by medical conditions.
- Step 2
- Drop off the request form at OISS in Bryan 108.
- Step 3
- If your request is approved, OISS will issue you a new I-20 for continued attendance. It normally takes about one week to process your request.

## IMPORTANT

- If you fail to apply for a program extension before your current I-20 expires, you will fall out of lawful F-1 status and will not be eligible for any immigration benefits.
- If you are not eligible to apply for a program extension, you must see an OISS advisor immediately to discuss your situation.
- If you are going to travel outside the U.S. you must use the new I-20 for re-entry.
- Optional Practical Training is not part of the expected completion date.

## QUESTIONS?

Please meet with an OISS advisor during the regular walk-in hours (1:30-3:30 pm weekdays) or by an appointment (call 335-4508).

**Part A: To be completed by STUDENT**

Today's Date		WSU ID #	
Last Name		First Name	
Home/Mobile Phone	E-mail		
Expiration Date on Current I-20	Traveling out of U.S. soon? <input type="radio"/> Yes: When? _____ <input type="radio"/> No	Has the source of funding changed from previous I-20? <input type="radio"/> Yes <input type="radio"/> No	

**Part B: To be completed by ACADEMIC ADVISOR/DEPT. CHAIR**

1. The student is engaged in the following academic program.

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

2. This student will not be able to complete the program of study by the expiration date on the current I-20 as a result of delays caused by: *(please check all that apply.)*

- Change of Major
- Change of Research Topics
- Unexpected Research Problems
- Documented Illnesses  
*(Documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist must be attached.)*
- Other: *(explain)* \_\_\_\_\_

3. Expected Degree Completion Date *(month/year)*: \_\_\_\_\_

Name		Signature	
Title	Department	Date	
Phone #	E-mail		

**For Office Use Only:**

# of credits  Class Standing  GPA  Academic Standing  Checked by \_\_\_\_\_ Date: \_\_\_\_\_

SEVIS notification by \_\_\_\_\_ (initials) Date \_\_\_\_\_