

Undergraduate F-1 Program Extension Request Form

Immigration regulations require you to file for an extension when you are not able to complete your program of study by the date that appears on your current Form I-20 (see Program of Study section on page 1 your I-20 for the program end date). Program extensions are only granted when the reason for the delay in completing the program is due to compelling academic or medical reasons. You must apply for a program extension and be issued a new I-20 BEFORE your current I-20 expires.

From the Federal Code of Regulations: "An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20" (8 CFR 214.2[f][7][iii]).

To request a program extension, you must complete ALL of the following steps before the program end date on your current I-20:

1. Complete section 1 of this form.
2. Request that your Academic Advisor complete section 2 of this form.
3. Turn in the completed form to International Student Services (ISS).
4. If the extension is approved, the ISS office will give you a new I-20 with an updated program end date. If sent by email, ISS will send to your CCA email address only.

Section 1: To be completed by student

Name: _____

CCA Student ID: _____ Program of Study: _____

Current Program End Date (see Program of Study section of your I-20): ____ / ____ / _____

Have you previously applied for a program extension at CCA: YES NO

If yes, please give the reason you applied:

Please sign below to certify that you understand that it is your responsibility to complete the program extension request in a timely manner to ensure that there are no interruptions of your F-1 status. By signing below, you are also agreeing that if you cannot complete your program by the term listed by your academic advisor in section 2 of this form, you will contact the ISAP office as soon as possible.

Student Signature: _____ Date: ____ / ____ / _____

Section 2: To be completed by the academic advisor

Academic advisors, please fill out section 2 completely and sign at the bottom.

Student name: _____ CCA ID: _____

1. This student needs more time to complete their studies than was estimated on the I-20. The reason(s) for the delay is/are:

- Full-time enrollment of less than 15 units per semester
- Change of major or addition of a minor and/or second major
- Enrollment in WSW
- Inability to complete major course sequence as originally planned (advisor explanation required below)
- Previously approved reduced course load
- Medical (ISS will collect documentation)

Comments:

2. Making Normal Progress (Please refer to the Academic Progress section of the Student Handbook.)

- a. Does this student have a cumulative GPA of at least 2.0: YES NO
- b. Has this student previously been on academic probation: YES NO
- c. Is this student currently on academic probation: YES NO
- d. Do you consider this student to be making normal progress towards his/her degree: YES NO

3. Does this student's program have a required internship: YES NO

If YES, has the student enrolled in the required internship course: YES NO*

*If NO, please explain why not:

4. Upon review of the degree audit, this student has _____ credits remaining at this time (including credits for classes currently in progress). The student could reasonably be expected to complete all degree requirements by _____ (expected term of graduation).

Advisor Name: _____

Advisor Signature: _____ Date: ____ / ____ / _____