

Program Extension Request Form

I. Student & Academic Advisor

Fill out this form if you find out your academic program will take longer to complete than the program end date listed on your I-20. Extensions can be granted for valid academic or health reasons; the request must be submitted at least 30 days before the program end date on the I-20.

Last (Family) Name:	First (Given) Name:	Student ID:
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Major(s):	Minor(s):
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Student Statement (attach a separate sheet if necessary and include any evidence to support the program extension):

Reason for delay (*check all that apply*):

Academic Reasons, please explain:

Health Reasons, please explain and attach documentation:

Student Signature: _____ Date: _____

Academic Advisor Recommendation (attach a separate sheet if necessary and include any evidence to support the program extension):

Required credit hours remaining: _____ (*excluding current term enrollment*)

Estimated completion date: _____ (*term and year*)

Reason for delay (*check all that apply*):

Change/add major field of study

Change in research topics

Unexpected research problems

Student needs more time due to **the following compelling academic reason(s)**: _____

If none of these apply, please contact an International Student Advisor at 484-646-4256.

Advisor Full Name (Printed): _____

Advisor Signature: _____ Date: _____

II. Designated School Official

Date Received:	Date Processed:
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Processed by:

Additional Information:

Submit this form to: Office of International Admissions & Services

E: international@kutztown.edu • P: 484-646-4256

Program Extension Request Form

Overview

U.S. Department of Homeland Security (DHS) requires that you finish your program of study by the program end date on your I-20. The end date on the I-20 is established by the Office of International Admissions & Services to reflect the average length of time it should take you to complete your degree requirements. If, during the course of your studies it becomes necessary to extend your I-20, the Office of International Admissions & Services can provide an I-20 extension if you are eligible and apply in a timely fashion.

Eligibility Criteria

In order to obtain a program extension, you must show that you have continually maintained status and that the extension is needed for compelling academic or medical reasons, such as a change of major or research topic, unexpected research problems, or a documented illness. Delays in completing your program caused by academic probation or suspension are not acceptable reasons for program extension approval.

Extension of stay can be granted only for documented academic or medical reasons. You may be eligible for an I-20 extension if the following criteria are met:

1. The delay was caused by documented academic or medical circumstances,
2. You have sufficient financial resources to fund your studies and living expenses, and
3. The extension is requested in a timely manner, with sufficient time for processing before the current I-20 program end date

If your program end date has passed or you do not meet the eligibility requirements to apply for a program extension, it will be necessary to file for reinstatement to F-1 status with USCIS, for which you will have to pay a substantial fee or to travel and regain your F-1 status with a new initial I-20. In the case of traveling with a new initial I-20, you will lose any time accumulated towards meeting the one-year eligibility requirement for CPT and OPT. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations.

The following are not valid reasons for I-20 extensions:

- To enroll in extra courses or repeat the same course for personal interest or to improve one's GPA
- To engage in research on or off-campus
- To finish pending coursework for an incomplete grade
- To engage in non-required Curricular Practical Training (CPT)
- To enroll in course work delayed by participation in non-required CPT

An I-20 which has already passed the program end date cannot be extended.

How to Request an Extension

Meet with your academic advisor to discuss your need for additional time to complete your degree program. You are required to submit the Program Extension Request Form signed by your academic advisor with any supporting documents, such as academic or medical records. Make an appointment with an International Student Advisor to discuss your request for program extension.

We strongly recommend that you submit the extension request at least 1-2 months prior to the expiration of your current I-20 form. If approved, keep the new I-20 with the new program end date and all previous I-20 forms that you have been issued. They must be submitted upon request to an immigration officer when you travel outside the U.S. or for future immigration petitions.

NOTE: If you are enrolled in multiple degree/major programs of study, you will need to have your request for a program extension endorsed by all of your academic advisors.