



F-1/J-1 Program Extension Request

This form is for F-1 and J-1 students who need additional time beyond the program end date listed on the I-20 (F-1) or DS2019 (J-1) to complete their program of study. To be eligible for a program extension, students must be making normal progress toward completing a degree and are unable to complete their course of study by their expected I-20 or DS-2019 program end date due to a compelling academic or medical condition.

This form and supporting documentation should be submitted to iss.application@stevens.edu at minimum **2 weeks prior to the program end date**. A student who does not submit this form and the accompanying documentation prior to the expiration date on the I-20 or DS-2019 will not be eligible for an extension and will have to leave the U.S. or apply for reinstatement to U.S. Citizenship and Immigration Services (USCIS) in order to attempt to regain status.

The following are not valid reasons for an I-20 Extension:

- To enroll in extra courses; to repeat the same course for personal interest; and/or to improve GPA
- To engage in Curricular Practical Training (CPT) • To enroll in coursework delayed by participation in CPT
- To complete degree requirements that do not require enrollment (i.e. finish pending coursework for an incomplete grade, etc.)
- To address delays due to academic probation or suspension
- To request additional time due to issues not directly related to academics or medical conditions.

Personal Information

Family Name:	Given Name:
Stevens ID (Current students):	SEVIS ID (If applicable):
E-mail:	Phone:
Current I-20/DS-2019 End Date:	Current Visa Status: F-1 J-1
U.S. Address:	

Documentation required for the program extension:

- Program Extension Form (this form) completed by your academic advisor.
- Copy of Passport Identification page (picture page)
- Proof of Financial Support
 - Proof of funds to cover one year (for a full extension) or one-half year (for a single-semester extension) of study and living expenses.*
 - Estimated expenses can be found on the Graduate Financial Verification Form or the Undergraduate Financial Verification Form. Visit the undergraduate tuition and fees page and the expenses for Room and Board to see a detailed breakdown. Visit the graduate tuition and fees page for a detailed breakdown.
 - Dependents: \$4,500 per year for your spouse and \$3,600 per year for each child.
 - Please refer to the Financial Documentation Requirements to see acceptable sources of funds.
- If your funding is from a sponsor/sponsors, each of your sponsor(s) should fill out the Graduate Financial Verification Form or the Undergraduate Financial Verification Form.
- Study plan or medical documentation, if required by program extension reason *

Ph.D. students in thesis/dissertation status: Tuition/fees are based on the enrollment of D-999 (maintenance of full-time status fee) and the general services fees for the length of the extension posted on the graduate tuition and fees page.

Program Extension Details—To Be Completed by Academic Advisor

Documented Medical Illness or Injuries

Medical documentation, from a doctor or licensed psychologist in the United States in English, must be submitted to ISSS with this request.

Change of Major from _____ to _____ .

Change in Study Plan Student needs to provide updated Study Plan showing the courses still required for the extension. Provide brief explanation of circumstances of delay:

Change in Research Topic (provide brief explanation of circumstances of delay):

Unexpected Research Problems (provide brief explanation of circumstances of delay):

Other compelling academic or medical reason(s), provide brief explanation of circumstances of delay:

Academic Advisor Confirmation—To Be Completed by Academic Advisor

This student needs additional time to complete their academic program. A new program end date may not exceed 1-year beyond the current program end date. A new program end date should match the semester end date. As their academic advisor, I confirm that this student should complete degree requirements on _____ (MM/DD/YYYY)

Academic Advisor's Printed Name:

Email & Phone:

Academic Advisor's Signature:

I-20 Pick-Up/Delivery Options

Pick up in person (must have photo ID)

Use [eShipGlobal](#) (expedited and tracked) to receive my I-20

I will create my own shipping label and e-mail it to iss.application@stevens.edu

Email electronic version of I-20 signed by ISSS to the email address listed in SEVIS (typically your Stevens.edu email address)

** DHS allows DSOs to electronically send I-20s to student email address in SEVIS. Your new I-20 will be attached as a PDF. The printed I-20 becomes your physical copy for I-20 official use. These I-20s are used in the same way as previously issued I-20s. **You must print out your I-20 in color and sign and date your I-20 in the "Student Attestation" section on page 1.