

## **F-1 EXTENSION OF STAY DOCUMENTS REQUIRED**

## **ISU International Programs Office**

**Note:** An extension of program must be completed before the expiration of your current Form I-20.

**Please submit the following documents to an IPO Advisor:**

1. **Copies of Official documents:** Original valid passport, visa, I-94 card, most recently issued I-20 or DS-2019 for the student and their dependents.
2. **Departmental form:** Please use the Program Extension Form available at [http://www.isu.edu/iso/immigration/docs/Program\\_Extension\\_Form.pdf](http://www.isu.edu/iso/immigration/docs/Program_Extension_Form.pdf) or use the guidelines below to compose a letter that begins, "To Whom It May Concern." For **graduate students**, this must be written and signed by the academic advisor and by the Department Head (Departmental Graduate Advisor). For **undergraduates**, this letter must be signed by the Undergraduate Advisor. The advisor's title should be printed below the signature(s). The letter should explain:
  - a. The student's history and progress in the academic level;
  - b. The compelling academic reason(s) (i.e. change of major, change of research topic, problems with research, lost credits upon transfer to ISU) or a documented medical reason for delay in graduating by the completion date on the I-20;
  - c. That the student is in good academic standing and is meeting departmental expectations in academic progress, performance and seriousness of purpose;
  - d. That the delay in completing requirements was not caused by any periods of academic probation or suspension;
  - e. If a previous extension has been granted for the same academic program, the specific reason(s) for the additional delay, and the progress made since the last extension was granted;
  - f. The specific academic requirements still remaining and the expected date of graduation (month and year).
3. Students need to complete and sign the Student Section of the Department Letter form available at: [http://www.isu.edu/iso/immigration/docs/Program\\_Extension\\_Form.pdf](http://www.isu.edu/iso/immigration/docs/Program_Extension_Form.pdf).
4. **Medical Condition.** If a medical condition caused or contributed to your need for an extension of program, it is necessary to submit a letter written by a recognized, licensed health care practitioner. The letter must be written on the practitioner's own professional letterhead stationery and it should state that a specific (explained) illness or medical condition compelled the student to reduce or to interrupt (state which one) his/her full course of study. The letter should also specify the semester(s) and dates involved. If the medical condition is considered to be ongoing or open-ended, this information should be stated in the letter. In this case, it may not be possible for the student to continue to hold a visa type that requires full time University attendance. A departmental letter is also required.

## **F-1 EXTENSION OF STAY DOCUMENTS REQUIRED TO APPLY**

**Federal regulations require that an F-1 student have a valid I-20 at all times.**

- An extension of program application (all documents listed on the reverse side of this form) must be submitted to an International Programs Office (IPO) Advisor before the completion date on the I-20. If a student will be out of the country during this period, this should be discussed with an IPO Advisor. An IPO Advisor who is an F-1 Designated School Official (DSO) will evaluate the documentation submitted by the student to determine whether the extension can be granted. A reasonable date of completion to accommodate the student's need to complete the academic program will be given. The earliest that a student may apply for an extension is the semester in which the current I-20 will expire.
- An IPO Advisor who is a DSO can grant an extension for eligible ISU students who need more time to complete their educational program. The DSO notifies U.S. Citizenship and Immigration Services (CIS) about the extension through the Student and Exchange Visitor Information System (SEVIS).
- The completion date on the Initial (first) issued ISU Form I-20 is determined by how long it takes an average student to complete a course of study at a specific degree level (Bachelor's, Master's, Doctorate). An IPO Advisor can answer questions if there is confusion about the completion date.
- An F-1 student is eligible for an extension of program if he/she is in good academic standing, in legal status with USCIS, and if the delay in completing degree requirements by the I-20 completion date has been caused by compelling academic or documented medical reasons. A student's overall academic progress, performance, and seriousness of purpose can also help to determine eligibility. **Delays caused by any periods of academic probation, suspension or employment are not acceptable reasons for an extension.**
- A student who cannot meet the eligibility criteria for an IPO Advisor to grant an extension of program must apply to USCIS for Reinstatement. An IPO Advisor will assist the student in filing a Reinstatement request.
- Students who have already exceeded the completion date on the current I-20 must see an IPO Advisor as soon as possible to discuss the need for a Reinstatement or a New Entry.