



*A Catholic and Lasallian University*

**OFFICE OF INTERNATIONAL STUDENT  
AND GLOBAL SCHOLAR SERVICES**

**Program Extension Form for F1 International Students**

An international student in F-1 status must always maintain accurate academic information in their SEVIS record and on their Form I-20. If you find that you will not complete your academic program requirements by the end date listed on your I-20, you must request a program extension with the Office of International Students and Global Scholars Services.

**You may be eligible to extend your program if ALL of 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.
3. The extension is requested in a timely manner, with sufficient time for processing before the current document expiration.

If your program end date has passed or you do not meet the eligibility requirements to apply for a program extension, you must [file for reinstatement to F-1 status](#) with USCIS, for which you will have to pay a substantial fee. Failure to apply for an extension of stay in a timely manner is a violation of F-1 visa regulations, which can carry heavy penalties.

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

1. To enroll in extra courses or repeat the same course for personal interest or to improve GPA requirements.
2. To engage in additional or optional research on or off-campus.
3. To finish pending coursework for an incomplete grade.
4. To engage in non-required Curricular Practical Training (CPT) or Academic Training (AT).
5. To enroll in course work delayed by participation in non-required CPT/AT.
6. Personal preference or personal reasons,

**Requirements:**

1. Completed and approved program extension form
2. Most recent bank statement
3. Financial Affidavit of Support Form
  - a. You may use the links below or go to [www.lewisu.edu/studentservices/iss/index.htm](http://www.lewisu.edu/studentservices/iss/index.htm)  
> Forms for International Students > Financial Affidavit of Support Form
    - i. [Undergraduate Students](#)
    - ii. [Graduate Students](#)

**REQUEST FOR PROGRAM EXTENSION FORM**

**SECTION I: TO BE FILLED OUT BY THE STUDENT**

Complete Name:
SEVIS ID #:
Lewis ID #:
Lewis email address:
Current I-20 end date:
Have you submitted an I-20 extension request before? <input type="checkbox"/> Yes <input type="checkbox"/> No

- I am including my most recent bank statement  
 I have filled out and included the financial affidavit of support form

**Student acknowledgement:**

- I have read the instructions provided and certify that all information and supporting documents are accurate.
- I understand that I must apply for I-20 extension at least 30 days prior to my current I-20 program end date.
- I understand that extensions are only approved for up to one year at a time and that I must re-apply for another extension if I cannot complete by the new program end date listed on my I-20.
- I understand that this extension request form and all supporting documents will be made available to the United States Citizenship and Immigration Services (USCIS) or Department of State (DOS) upon their inquiry or in the case of an audit.

SIGNATURE OF STUDENT:	DATE SIGNED:
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**SECTION II: TO BE COMPLETED BY THE ACADEMIC ADVISOR**

**IMPORTANT:** The above-named student is applying for an extension of his/her I-20 to maintain valid status while completing his/her degree program. Federal regulations allow only certain compelling academic or medical reasons for a student to extend the F-1 status. Delays caused by poor performance, academic probation, suspension, or CPT (internships) are not allowed by regulation. The SEVIS system allows a maximum one-year extension.

1. Minimum number of required credits for completion: \_\_\_\_\_
2. Academic credits achieved to date (including current semester): \_\_\_\_\_
3. Total number of credit hours left required in period of the I-20 extension: \_\_\_\_\_
4. Has the student ever been on academic probation?  YES  NO
5. Expected degree completion:  Fall  Spring  Summer Year: \_\_\_\_\_
6. Delay in completion caused by (please check all that apply):
  - Change in major/ program
  - Lost credits upon transfer to Lewis University
  - Change in research topic
  - Medical reasons (medical documentation is required)
  - Other (explain or attach explanation): \_\_\_\_\_
7. If the student above indicated that they have submitted an I-20 extension before, please provide detailed information explaining why another extension is necessary.

**Academic Advisor Acknowledgement:**

- I have reviewed and recommend the above request. I certify that the information provided on this form is accurate in conformance with applicable departmental, college, and university policies, and is in the best interest of the student’s successful academic progress. I concur that a valid academic reason as indicated above exists and that the student should be granted an extension to complete their degree.

Advisor signature:	Date:
Advisor name:	Title:
Department:	Extension:

*Return this signed form to: International Student and Global Scholar Services Office. Email: ISGSS@LEWISU.EDU*