Program Extension Information

General Information and Eligibility:
The program extension request form is to be used by an F-1 or J-1 student at Northern Arizona University who is unable to complete his or her course of study by the program end date on Form I-20 (F-1 student) or DS-2019 (J-1 student). To allow sufficient time for the extension procedure and SEVIS update, a student must submit his or her request to International Student and Scholar Services (ISSS) at least 30 days before the expiration date of the I-20 or DS-2019. A student who fails to request an extension prior to the program expiration date will be considered out of status and must apply to USCIS for reinstatement.

In order to be eligible for a program extension a student must:
- Submit complete documentation to International Student and Scholar Services (ISSS) for an extension 30 days before the program completion date listed on his/her current I-20 or DS-2019.
- Have continually maintained legal F-1 or J-1 status student status.
- Seek an extension for a delay caused by a compelling academic or medical need for the extension, such as change of major or research topic, unexpected research problems, or documented illness.
- Provide updated funding documentation less than 6 months old for the period of extension.

Procedure:

To apply for an extension of your student status, please carefully read and complete the extension request form.

1. You and your academic advisor must complete Sections A and B of this form.
2. You must meet with an ISSS advisor with your completed request form and financial documentation to request a program extension.
3. Please bring a copy of your passport, I-94 card, and current I-20 or DS-2019 when meeting with an ISSS advisor.
4. If you are eligible, within 5 business days, you will be issued an I-20 or DS-2019 with a new completion date. Any J-2 or F-2 dependents will also be issued updated forms.

   - It is your responsibility to pick up your updated I-20 or DS-2019 prior to the expiration of your current I-20 or DS-2019 to ensure that the extension has been granted on time!

Financial Documentation

You must provide proof that you will be able to continue to meet the expenses (living and education costs, including living expenses for dependent family members, if any) of studying at the Northern Arizona University.

Please bring documentation of one, or a combination of the following, showing funding for the duration of your extension:

- A statement showing proof of renewed sponsorship or financial aid. Funding amounts must be clearly stated.
- Recent financial certificate (e.g., a bank statement), issued within the past 6 months.
- An updated scholarship/fellowship letter. Funding amounts must be clearly stated.
- A financial guarantee letter that includes your extension period (government sponsored students only).

*Please Note

The extension procedure will extend your I-20 or DS-2019 but not your visa (stamp). If you have an expired visa in your passport, you are permitted to remain in the U.S. with a valid I-20 or DS-2019. However, the next time you travel out of the U.S. and need to reenter, you will still need to apply for a new visa to return to the U.S.
Program Extension Form

Section A (completed by student): Name: ___________________________ NAU ID number: ____________
(Family/Last) (Given/First)
Flagstaff Address: __________________________________________________________ Phone number: __________
________________________________________________________________________

Immigration Status: □ F-1 □ J-1 Major: __________________ End Date of I-20/DS-2019: Month _____ Day ____ Year____

Check the appropriate box if you need an I-20/DS-2019 for F-2 or J-2 dependents: □ Spouse □ Children (How many?)___

Source of funding (provide new documentation): ____________________________________________________________

Date: _________________________ Student Signature: ____________________________

Section B: (Completed by Student’s Academic Advisor)

Note to the Academic Advisor: The above named student has requested an extension of the time limit placed upon the F-1 or J-1 nonimmigrant student's length of study. The purpose of this form is to provide information required by U.S. Citizenship and Immigration Services. An extension cannot be recommended solely to provide additional time to complete any “incomplete” course(s). Additional course(s) must count toward degree, including any course(s) that will be applied toward more than one major or concentration.

1. The above named student has been and continues to be enrolled in a full course of study and is making normal academic progress in his/her academic program: □ YES □ No

Federal regulations require F-1/J-1 students to enroll in a full course of study each fall and spring semester. Undergraduates must be enrolled for a minimum of twelve (12) credit hours per semester; graduate students are required to enroll for a minimum of nine (9) credit hours per semester. Graduate students in dissertation status are considered to be full time.

2. I anticipate this student will complete all requirements for the degree on or about:

   Month______ Day ________ Year______________

3. This student has not yet completed the current program of study due to (please check all reasons which apply and provide further explanation below):

   □ Delays caused by a change of major of study □ Delays caused by a change in research topic
   □ Delays caused by unexpected research problems □ Delays caused by lost credits upon transfer to NAU
   □ No unusual delay—the original length of time given to complete studies was not sufficient
   □ Other (Please explain on the reverse side of this form)

4. Do you recommend this student be given additional time to continue his/her studies? □ YES □ NO

   Academic Advisor’s Name & Title: __________________________ Phone: __________________________
   Email: __________________________ Date: __________ Advisor Signature: __________________________

Section C: (Completed by ISSS)

Date Received: __________________________ Date I-20/DS2019 Extended: __________________________