



I-20 Extension Request Form

To request an I-20 extension, F-1 students must complete the following form including signatures from their academic advisor and the Dean of the Graduate School. Upon completion, submit the complete form along with the F-1 Student Financial Worksheet and other supporting documentation to the Office of International Education.

OIE advises all students to submit completed I-20 Extension Requests to OIE no later than 60 days from their I-20 program end date. Upon receipt of a completed application, OIE will review within one week. Students should anticipate OIE to take the full week and should expect to submit documents early in order to avoid potential complications.

If the application is complete, OIE will issue a new I-20 per the request. Please note that you will then need to use the new I-20 to apply for an Extension of Stay with USCIS via Form I-539. This form should be submitted to USCIS no later than by the end of the original I-20 or a student's AUD. Note that OIE cannot prepare or submit immigration applications on your behalf or advise you on legal matters. If you need assistance with an individual immigration case, we recommend consulting a qualified immigration attorney.

Part 1: Student Information. To be completed by the student.

Full Name on Passport _____
SEVIS # N _____ SU ID# _____ ESF Major _____
Degree Level ☐ Bachelor ☐ Master ☐ Doctoral
Email _____ Phone _____
I-94 (D/S, AUD DD/MM/YYYY) _____
Do you have any dependents with you in the U.S.? ☐ yes ☐ no
Upcoming travel plans ☐ no ☐ yes I will travel to _____ for the following dates _____
Local address _____

Part 2: Advisor/Major Professor Recommendation. To be completed by the academic advisor/ major professor.

Note: this form will be submitted to USCIS as part of an I-539 application.

Full Name _____ Academic Program _____
F-1 regulations establish the following extension of stay eligibility conditions. Please select one.
☐ Delay caused by a change in major field of study
☐ Delay caused by a change in research topic
☐ Delay caused by unexpected research problems
Unexpected research problems are those caused by an unexpected change in faculty advisor, need to refine an investigatory topic based on initial research, research funding delays, and similar issues.
☐ Delay caused by a compelling medical reason
If selected, student will also need to provide additional medical documentation from a licensed medical doctor, a licensed doctor of osteopathy, a licensed psychologist, or a licensed clinical psychologist.

Note: Delays including, but not limited to, those caused by academic probation or suspension or a student's repeated inability or unwillingness to complete his or her course of study are not acceptable reasons for an extension.

This student is expected to complete her/his program of study on (MM/DD/YYYY): _____

I certify that:

- The student is making normal academic progress toward the degree.
- The additional time requested is academically necessary.
- The delay was not caused by lack of academic effort or failure to maintain full-time enrollment.
- The revised completion date is reasonable based on the student's remaining academic requirements.
- To the best of my knowledge, the information provided is accurate.

Signature

Date



I-20 Extension Request Form, Continued

Part 3: Dean of the Graduate School Approval. Submit to 227 Bray to obtain the Dean's signature.

Note: this form will be submitted to USCIS as part of an I-539 application.

I certify that the student is in good academic standing and to the extent of our knowledge, eligible for the requested extension.

Signature

Date

When completed, please submit to OIE at oiie@esf.edu or in Baker 213 Hall. Please include the following with your application request:

- ☐ F-1 Student Financial Worksheet
- ☐ Adequate Funding Documentation
- ☐ Enrollment Certification
- ☐ Copy of Passport
- ☐ Copy of Visa
- ☐ Copy of I-94
- ☐ Copies of prior I-20s
- ☐ Medical Documentation (if necessary)