

PROGRAM EXTENSION for DEGREE SEEKING STUDENTS

If you are a student on an F-1 or J-1 visa and you will not be able to complete your program of study by the program end date on your I-20 or DS-2019, you will need to request a program extension to remain in valid F-1 or J-1 status. Requests for a program extension must be submitted to Office of International Services (OIS) at least **two weeks prior** to the program end date on your I-20 or DS-2019. Please speak with an international student advisor if you want more guidance on this process by contacting our main office at (541) 737-6310 or emailing ois.student@oregonstate.edu.

Eligibility for an Extension

In order to be eligible for a program extension, you **must** apply before the program end date on your I-20 or DS-2019. Once the program end date on your I-20 or DS-2019 passes, your SEVIS record will be terminated and you will need to petition for reinstatement to valid F-1 or J-1 status. We do not extend program end dates more than one year at a time unless special circumstances justify the extension. Please do not submit your request more than three months (one term) in advance of your current program end date. Exceptions may be made for students who plan to apply for a visa renewal, or who require an updated I-20 or DS-2019 for other official processes.

To be eligible for a program extension, you must be making satisfactory progress toward your academic objective. Please be advised that an international student advisor may contact your academic advisor if there is a question concerning the validity of your extension request.

Acceptable Reasons for an Extension

OIS can only approve an extension when you require additional time to complete your program due to valid academic or medical reasons. The most common acceptable reasons for an extension are:

- Change in major field of study
- Change in research topic
- Unexpected research problems
- Inadequate time on the original I-20 or DS-2019 for the average student to complete program requirements
- Medical reasons (must be substantiated in writing by a physician who treated the condition)

We **cannot** authorize a program extension if the delay in completing your program was due to **academic suspension**.

Financial Documentation

F-1 Students: For the extension, you must demonstrate your ability to pay for all educational and living expenses for one academic year (12 months) or the length of the extension requested. To do this, you must complete the Online Financial Certification <http://oregonstate.edu/international/f-1-student-financial-certification>.

J-1 Students: You must show funding for the entire period of their extension. New financial documentation is required for each extension request. To show funding, you will need to provide financial documents as indicated below.

- See the "[International Student Financial Documentation](#)" handout to determine the proof of funding amount you will need to provide. Please meet with an International Student Advisor if you want more guidance on this process.




PROGRAM EXTENSION REQUEST FORM

Part I – To be completed by the student

Last Name (family) _____ First Name (given) _____

Student ID _____ - _____ - _____

Current U.S. Address, Phone, and Email: Go to <https://ipconnect.oregonstate.edu>. Click on  Select 'Biographical Information' and complete Local U.S. Address and Contact Information E-Forms.

*You are required to report these updates to SEVIS to maintain your immigration status.

Degree Level: Bachelor's Master's Doctorate Major _____

Term you began current program of study _____ Expiration date on I-20 or DS-2019 ____/____/____ (month/day/year)

Please explain what has caused a delay in the completion of your academic program within the time shown on your I-20 or DS-2019:

Part II – To be completed by the academic advisor

The student is requesting an extension of program in accordance with the regulations of the U.S. Citizenship and Immigration Services (USCIS) or U.S. Department of State. These regulations allow for an extension for documented illness and bona fide academic reasons, such as a change of major or research topic, or unexpected research problems. Delays caused by academic suspension are **not** acceptable.

Please indicate the reason for an extension of the student's program below:

- Change in major field of study
- Change in research topic
- Unexpected research problems
- Inadequate time on the original I-20 or DS-2019 for the average student to complete the requirements
- Medical reasons (must be substantiated in writing by a physician who treated condition)

Has this student been making adequate progress towards the degree objective? Yes No

Please comment on your reasons for supporting this request: _____

Expected completion date ____/____/____

Grad students only: Date student completed required coursework ____/____/____

Academic advisor's signature _____ Date ____/____/____

Name and title (please print) _____

Department _____ Phone _____ E-mail _____

Office of International Services use only

I-20 or DS-2019 Program Extension: Approved Denied OIS initials _____ Date entered into SEVIS _____