I. **EXPLANATION**

If you are unable to complete your program of study by the “completion of studies” date listed on the front of your most recent I-20 form (located on item #5, second date), you must request an I-20 extension prior to that date passing. If you are eligible, the Office of International Programs (OIP) will help you extend your document to complete your studies. You must consult with OIP 30 days before reaching the I-20 completion date.

II. **CONDITIONS AND LIMITATIONS**

1. You may apply for an extension to your program if:
   a. The expected completion of studies date on your I-20 has not passed, and
   b. You have continuously maintained lawful F-1 / F-3 student status, and
   c. The delay in completing program requirements has been caused by compelling academic reasons (such as changes of major or adding a second major, adding a minor, research topics, or unexpected research problems), or compelling and documented medical reasons. **If you do not meet the requirements for an extension listed above, you may need to apply for “resuming” or reinstating to lawful F-1 / F-3 status. In this case, immediate consultation with the international advisor is necessary.**

III. **OTHER IMPORTANT INFORMATION**

It is your responsibility to comply with all immigration regulations which apply to F-1 / F-3 students. The International Advisor will assist you to do this. Remember to contact the advisor immediately if your I-20 will expire soon or has already expired. If you fail to meet your responsibilities, you may not be eligible to continue (or apply for) benefits provided to students. For example, you may not be eligible for any type of employment (even on-campus employment through a scholarship, fellowship or assistantship), practical training or other benefits if you do not file for an extension before your document expires.

IV. **APPLICATION PROCESS**

Provided you meet all the requirements, the International Advisor will authorize the extension. To apply, follow the steps below.

**STEP 1: Be Informed. Read this entire handout thoroughly and carefully.**

**STEP 2: Get your Academic Advisor’s Recommendation.** Have your advisor complete the “Academic Advisor’s Recommendation for Extension of Program of Study” (other side). Please note the difference between completing your degree and graduating. Immigration regulations refer to the date you complete all requirements for a program of study, not to the date the degree is conferred or to the date you participate in graduation ceremonies and receive a certificate or diploma. The USCIS ignores the date of your graduation ceremony because it realizes that many students, especially graduate students in thesis or dissertation programs, may complete requirements for a degree any day during the year. This means that the day you complete the last requirement for the degree will be your “completion date.”

**STEP 3: Process the Extension with OIP.** Complete the attached request form and bring it to the Office of International Programs. Return one week later to pick up your new document. When you come in to pick up the document you will be given a new SEVIS I-20 form which will take the place of your previous I-20. Please sign # 11 on p.1 of your new I-20 form. You must keep this and all previous copies of your I-20s. All future benefits will be noted on the new I-20.
Students: Please complete the information in Section A below, and then give this form to your Academic Advisor to complete Section B. [PLEASE PRINT OR TYPE]

SECTION A: Student information

<table>
<thead>
<tr>
<th>First name :</th>
<th>UTEP ID # :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name :</td>
<td>Email :</td>
</tr>
<tr>
<td>Expiration Date on I-20:</td>
<td>SEVIS ID # :</td>
</tr>
</tbody>
</table>

Please complete the following information:

1. I have not yet completed the current program of study due to a delay caused by (Please check all reasons which apply):
   - [ ] a change in major field of study.
   - [ ] a temporary departure from the U.S.
   - [ ] compelling medical reasons (doctor’s letter required).
   - [ ] a change in research topic.
   - [ ] participating in a full time co-op/internship opportunity.
   - [ ] other (please explain below. Use the reverse side of this form if necessary).

2. Please describe the exact circumstances surrounding the delay indicated above:

SECTION B: Academic information

Academic Advisor: Below is the text of the federal regulation that governs whether or not OIP can grant an extension to a student. If and when a student is denied an extension, OIP will issue a new I-20 to the student and they will need to make a new port of entry. Most students are able to do this and complete their degrees. If you have any questions or concerns about completing this form, please contact OIP at (915) 747-5664.

"Program extension for students in lawful status. An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20. An F-1 student who is unable to complete the educational program within the time listed on Form I-20 and who is ineligible for program extension pursuant to this paragraph (f)(7) is considered out of status. If eligible, the student may apply for reinstatement under the provisions of paragraph (f)(16) of this section."

8 CFR 214.2 (f)(7)(iii)

Please list courses needed to graduate. Attach sheet if additional space is needed.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Semester Offered</th>
</tr>
</thead>
</table>

Academic Certification For Extension

I confirm that this student is making normal academic progress. I support the above named student’s continued extension request through to the graduation date of: _________________ (mm/dd/yy),

<table>
<thead>
<tr>
<th>Academic/Program Advisor</th>
<th>Print name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis/Dissertation Supervisor</td>
<td>Print name</td>
<td>Date</td>
</tr>
<tr>
<td>Department Chair</td>
<td>Print name</td>
<td>Date</td>
</tr>
<tr>
<td>Academic/Dean</td>
<td>Print name</td>
<td>Date</td>
</tr>
<tr>
<td>Graduate School</td>
<td>Print name</td>
<td>Date</td>
</tr>
</tbody>
</table>