



OFFICE OF INTERNATIONAL
STUDENT AND SCHOLAR SERVICES

521 Lancaster Avenue • Whitlock 455, CPO 69
Richmond, KY 40475
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PROGRAM EXTENSION FOR F-1 OR J-1 STUDENTS

OVERVIEW

An F-1 student may request for an extension of stay if he/she will not complete his/her course of studies by the date indicated on the SEVIS Form I-20 or DS-2019. If additional time is required, the student must contact Office of International Student and Scholar Services and submit the request for extension of program **at least 60 days** before the end date on the current I-20 or DS-2019.

ELIGIBILITY

To be eligible for an extension you must:

- Have continually maintained full-time F-1 or J-1 status, and
- Have compelling academic or medical reasons that caused the delay.

If the student violated his/her status as an F-1 or J-1 student and is out of status, the student must complete a reinstatement instead. *Delays due to academic probation or suspension do not qualify for extension.*

APPLICATION PROCEDURE

The student must make an appointment to meet the International Student Advisor and bring the following documents to the appointment:

1. A completed Program Extension Form signed by your academic advisor;
2. Financial documents indicating your ability to pay to continue your studies to the new anticipated completion date;
3. Student's current SEVIS Form I-20 or DS-2019.

Please make sure you and your academic advisor complete the Program Extension Form on page 2 of this form to apply for extension.



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PROGRAM EXTENSION REQUEST FORM

PART I: TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
EKU ID#: _____ SEVIS ID# (from I-20 or DS-2019): N _____
Phone: _____ Email: _____
Major: _____ Level: Bachelor Master Doctorate
U.S. Local Address: _____
City: _____ State: _____ Zip Code: _____
Permanent Foreign Address: _____
City: _____ Province/State/Region: _____
Country: _____ Postal Code: _____

- I need more time to complete my degree due to medical reasons:
Date(s) of illness or medical condition: _____
- Doctor's document is attached
- Doctor's document is on file in the Office of International Student and Scholar Services

PART II: TO BE COMPLETED BY ACADEMIC ADVISOR

- Delay was caused by a change in major field of study
- Delay was caused by a change in research topic
- Delay was caused by unexpected research problem(s)
- Delay was caused by lost credits upon transfer to Eastern Kentucky University
- Other compelling academic reason (explain): _____

Number of credits remaining: _____ Expected term of degree completion: _____

I certify that the delay in the student's program of study has been caused by the compelling academic reason indicated above. I therefore, recommend that the student be allowed additional time to complete his/her program of studies.

Name: _____ Phone: _____
Signature: _____ Date: _____