EXTENSION OF PROGRAM

If you are not able to finish your degree program by the end date noted on your I-20 (F-1) you can request an extension of your program. The length of time allowed for an extension is based on the recommendation of your academic advisor.

Deadline for Extensions

An extension of your I-20 must be completed before the end date of the document. If your I-20 expires while you are still a student, you will be considered in violation of your status.

Application Instructions

1. Print out the Extension of Program form.
2. Have your academic advisor sign the Extension of Program form.
3. Attach proof of funding form as instructed on the form.
4. Turn in the Extension of Program form to the International Office. If your request for an extension is approved, a new I-20 will be ready for you in three business days.

Change of Academic Level

- Undergraduate to Graduate
  If you need an extension because you are changing academic levels from an undergraduate to a graduate program, you must use the Non-Immigrant Information Form (NIF) to request a new I-20. You should not use the Extension of Program form.

- Master’s to Ph.D.
  Attach a copy of your admission letter from the department to the Extension of Program form and follow the application instructions as listed above. Your I-20 will be issued as soon as your admission to the Graduate Division...
ACADEMIC ADVISOR’S RECOMMENDATION FOR A PROGRAM EXTENSION

Date _________ CSU ID# ______________________ E-mail ____________________________ @student.coppin.edu

Last Name__________________________ First Name__________________________

Local Address________________________________________________________ Local Phone #___________

City__________________________ State__________________________ Zip___________

**Academic Adviser or Department Head:** The international student whose name appears above wishes to apply for an extension of the time allocated for completion of his or her program of study. Please complete the form in full and return it to the student, who will return this form to the International Student Services Office.

1. The student is engaged in the following academic program:

   - Major__________________________ Degree__________________________

   When is student expected to complete program of study (month or semester/year)_______________

2. Is this student making normal progress towards his or her current degree:  ☐ yes ☐ no

3. Do you recommend this student be given additional time to continue his or her studies:  
   - ☐ yes ☐ no

4. This student has not yet completed the current program of study due to (please check all that apply):
   - ☐ Delay caused by a change in major field of study
   - ☐ Delay caused by a change in research topic
   - ☐ Delay caused by unexpected research problems
   - ☐ Delay caused by lost credits upon transfer to our school
   - ☐ No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this program
   - ☐ Other reason (Please explain):

________________________________________________________
________________________________________________________

Signature __________________________ Title __________________________

Print Name __________________________ College/Department __________________________