



Office of International Programs

# Extension of Stay Request Form for Students

This form is to be used for extension of stay requests for exchange students only. This completed form with the required supporting documentation must be submitted to the campus's Exchange Visitor Advisor **at least one month** before the expiration date as noted on their current DS-2019. Please refer to your current DS-2019 when completing this form.

**Exchange Visitor Information (To be completed by Exchange Visitor)**

Family/Last Name:  SEVIS ID:

Given/First Name:  Middle Name:

Physical Address in the U.S.:

Email:  Phone:

Your current educational level is:  Non-Degree  Associate's  Bachelor's  Master's  Doctoral  
 Other: (Please list)

**Extension Request (To be completed by Academic Advisor or International Student Advisor)**

Has this student been continuously enrolled in a full course of study?  Yes  No  
(e.g. 12 credits per semester for undergraduates, 9 credits or certified full-time for graduate students)

The student needs additional time to complete his/her program. Anticipated completion date is:

The extension of study is needed due to the following reasons (please check all that apply):

Delays caused by change of major field of study    New major:

Delays caused by change in research topic    New topic:

Delays caused by unexpected research problems

Delays caused by lost credits due to transfer to current campus

Delays caused by documented illnesses or injuries (documentation from physician must be provided with form)

Other Please explain:

I therefore recommend that this student be allowed additional time as noted above to complete his/her program of study.

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Name:  Phone:

Email:  Department:

**For RO/ARO only:**

Date Received:  Date Entered in SEVIS:  Completed by:  (RO/ARO Name)