



# I-20 Extension Request Form

To request an I-20 extension, F-1 students must complete Part I; your academic advisor/ major professor must complete Part II and sign; and the Dean of Instruction and Graduate Studies must sign Part III. Submit completed form along with the *F-1 Student Financial Worksheet* and supporting documentation to the Office of International Education, 9 Old Greenhouse.

**\*\*\* The Office of International Education reserves the right to a one-week time frame for reviewing and processing of any submitted requests. Students should anticipate OIE to take the full week and should expect to submit documents early in order to avoid potential complications. If a student requests the extension of an I-20, OPT, or other time-limited visa status, all application materials and required documentations must be submitted to the Office of International Education for review and approval no later than 30 days in advance of the SEVIS deadline for submission of the application materials. \*\*\***

## PART I: Student Information

To be completed by the student:

Full Name on Passport		Last		First		Middle	
SEVIS #	N	SU ID#	Date of Birth mm/dd/yyyy)				
Program of Study	Degree Level		<input type="checkbox"/> Bachelors	I-20 Start Date			
			<input type="checkbox"/> Master's	I-20 End Date			
			<input type="checkbox"/> Ph D				
Email Address	Phone		Do you have any dependents with you in the U.S.?			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have a graduate assistantship?		<input type="checkbox"/> No <input type="checkbox"/> Yes, <input type="checkbox"/> 20 hrs <input type="checkbox"/> 10 hrs		Are you working on-campus?		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Upcoming Travel Plans		<input type="checkbox"/> No <input type="checkbox"/> Yes, I will travel to _____ for the following dates _____.					
Local Address							

## Part II: Academic Advisor/ Major Professor Recommendation

To be completed by the academic advisor/ major professor.

Name \_\_\_\_\_ Academic Program: \_\_\_\_\_

This student requires more time to complete the degree due to:

- 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 SUNY ESF
- No unusual delay. Original length of time given to complete program is not reasonable for an average student.
- Other compelling academic or medical reason (explain): \_\_\_\_\_

Number of credits remaining towards degree (not including current semester enrollment- must be at least 1) \_\_\_\_\_

This student is expected to complete her/his program of study on: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month / Day / Year

## Part III: Dean of the Graduate School Approval

Submit to 227 Bray Hall to obtain the Dean's signature.

This student is in good academic standing and eligible for the requested extension.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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|--|---|
| <input type="checkbox"/> Enrollment Certification<br><input type="checkbox"/> Student maintained continuous full-time status every semester<br><input type="checkbox"/> Financial worksheet and adequate finding documentation<br><input type="checkbox"/> Student has adequate funding<br><input type="checkbox"/> Student requires additional funding: _____ | <input type="checkbox"/> Copy of passport<br><input type="checkbox"/> Copy of visa<br><input type="checkbox"/> Copy of I-94 card<br><input type="checkbox"/> Copies of all I-20's (page 1 and page 3 of all CPT/OPT authorization I-20's) |
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