



Office of International Education  
 Delaney Hall B-25, 920 Grant Street  
 Indiana, PA 15705-1070  
 (724) 357-2295  
 www.iup.edu/international  
 intl-education@iup.edu

**EXTENSION OF PROGRAM**

When you need to continue in an educational program beyond the date originally estimated for completion of the program, you must apply for an extension at least 2 weeks before the expiration date on the I-20 or DS-2019. As an F-1 or J-1 student, you are eligible to apply if you have continually maintained status and the delay in completion of studies is caused by compelling academic or medical reasons. If you are out of status, you must apply for reinstatement.

For extension, submit the following to the Office of International Education (OIE):

1. Complete this request form
2. Show proof of financial support for the extension with signatures. J visa holders also must show insurance to cover the extension period.
3. Academic Advisor Recommendation Form completed by your academic advisor attesting to the valid academic reasons why your program could not be completed within the allotted time and specifying an expected completion date of your program.

**Please note: one year maximum extension per request.**

One week after you submit the required documentation, you must come in to sign your new I-20, or DS-2019 and to collect your copy.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL \_\_\_\_\_ BANNER ID @ \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ SIGNATURE \_\_\_\_\_

EXTENSION REQUESTED—New End Date: \_\_\_\_\_





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**ACADEMIC ADVISOR'S RECOMMENDATION EXTENSION OF PROGRAM**

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE OFFICE OF INTERNATIONAL EDUCATION. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE OIE AT (724) 357-2295

Student Name: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_

Academic Advisor: The completion is needed for a student in F-1 status to be granted an extension of the time needed for them to complete their program. Students can get a 1 year extension at a time.

Has this student been continuously enrolled for a full course of study?  
 \_\_\_\_\_ YES \_\_\_\_\_ NO

This student will complete requirements for his/her current program on  
 (New date requested – one year maximum extension per request)

May 20\_\_\_\_\_ Aug 20\_\_\_\_\_ Dec 20\_\_\_\_\_

This student has not yet completed the current program of study due to: (please check all reasons that apply).

- \_\_\_\_\_ Delay caused by change in major field of study
- \_\_\_\_\_ Delay caused by change in research topic
- \_\_\_\_\_ Delay caused by unexpected 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 (Please explain in the reverse side of this form)

**I therefore recommend that this student be allowed additional time to complete studies.**

Academic Adviser's Signature \_\_\_\_\_  
 Name and Title (Please print) \_\_\_\_\_  
 Department (Please Print) \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Date: \_\_\_\_\_