

Complete this form with the required documentation listed below. Submit the form and all required attachments in one email to oiaservices@una.edu.

Notes on Extension

- If you have already applied for graduation, you must request a change of graduation date through the Registrar's office.
- Processing may take as long as five (5) business days during busy times.
- Incomplete forms will delay processing.

Code of Federal Regulations

214.2(f)(7) Extension of stay

(i) General. An F-1 student who is admitted for duration of status is not required to apply for extension of stay as long as the student is maintaining status and making normal progress toward completion of his or her educational objective. An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply prior to the program end date for a program extension pursuant to paragraph (f)(7)(iii) of this section.

(iii) Program extension for students in lawful status. An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO if the DSO certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20. An F-1 student who is unable to complete the educational program within the time listed on Form I-20 and who is ineligible for program extension pursuant to this paragraph (f)(7) is considered out of status. If eligible, the student may apply for reinstatement under the provisions of paragraph (f)(16) of this section.

Eligibility for Extension

Federal regulations define the circumstances in which a student is eligible for an extension. To be eligible the student must have continually maintained full-time F-1/J-1 status and if you have compelling academic or medical reasons which resulted in a delay in your program completion.

Examples of acceptable/compelling reasons for program extension include but are not limited to:

- Changes in major/research topic
- Addition of major or minor
- Taking minimum enrollment without academic probation or suspension
- Documented illness of sufficient severity to affect course completion

Examples of unacceptable reasons for program extension:

- Delay caused by academic probation or suspension
- Insufficient GPA to satisfy graduation requirements
- Repetition of courses to earn higher grade
- Needing time to finish incomplete grades in courses
- Participation in CPT when all required courses are complete

Today's Date: _____

Part 1: About the Student

Family Name: _____ Given Name(s): _____

Student ID Number: L SEVIS Number: N

UNA E-mail: _____ Phone Number: _____

Local Address: _____

Major: _____ Degree: _____

Part 2: About the Extension

Expected Graduation Date: _____

Number of Courses Remaining to Complete: _____ Credit Hours Remaining to Complete: _____

Why is this extension needed? *Mention any academic, personal or medical issues that have affected your coursework.*

- Attach:**
- degree evaluation (not transcript)
 - recent financial statement showing \$20,000 USD
 - letter from advisor stating how many credits until graduation and when the early possible graduation date is

