



The City University of New York

INTERNATIONAL STUDENT SERVICE CENTER  
One Bernard Baruch Way, Box H-730  
New York, NY 10010-5585  
Tel: 646-312-2050  
Fax: 646-312-2051  
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Website: <http://www.baruch.cuny.edu/issc>

## **Continuing & Professional Studies Programs - Request for an Extension of Program**

U.S. federal Immigration regulations require that you conclude your studies by the completion date on your SEVIS I-20. If you will not graduate by the program end date, you must visit the International Student Service Center (ISSC) and apply for a program extension, at least 30 days prior to the expiration date of your SEVIS I-20.

If the necessary paperwork is submitted on time, there is no fee or waiting period to hear from the U.S. Citizenship and Immigration Services (USCIS). The ISSC will approve all program extension requests allowable by federal regulations, and notify SEVIS of your new completion date.

In order to obtain an extension of program, you must show that you have continually maintaining status and that the extension is needed for compelling academic or medical reasons such as:

- documented illness (must provide a doctor's letter)

**NOTE: Delay in completing your program caused by academic probation or suspension is NOT a valid reason for approval of an extension of program.**

### **The following items are needed to process a program extension application:**

- Request for an Extension of Program Form (attached)
- Proof of financial support (you must provide documentation showing the financial support necessary for completing the remainder of your program)

Once your extension of program application is completed and submitted, the ISSC will process a SEVIS I-20 indicating your new program end date in Box # 3 on page 1, thereby notifying USCIS of the change.

Be sure to keep this new SEVIS I-20 and all previously issued SEVIS I-20s. They must be submitted on request to an immigration officer when applying for changes to your immigration status, or to the International Student Service Center when applying for any benefits for which F-1 students are eligible.

*NOTE: If the date of completion of studies has expired or you do not meet the eligibility requirements to apply for a program extension, it will be necessary to file for reinstatement to F-1 status, for which the USCIS will charge a \$370.00 fee. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations, which under recent changes to immigration laws, can carry heavy penalties.*



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Request for an Extension of Program

Student Completes This Section:

Student Name: Date of Birth:

Phone Number: Email Address:

ESL: Certificate: SEVIS #:

Reason for requesting an extension of program:

Five horizontal lines for text entry.

Student's Signature

Date

Coordinator Completes This Section:

- ESL Student's current level:
Number of terms remaining to graduate:
CABP Students:
Length of time/courses remaining to graduate:
Student's expected term of graduation will be: Fall I, Fall II, Spring I, Spring II, Summer I, Summer II

Please describe in detail the reason the above student is unable to complete the program on time and should be granted an extension:

Five horizontal lines for text entry.

Coordinator's Signature

Date