



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
Email: issc@baruch.cuny.edu
Website: <http://www.baruch.cuny.edu/issc>

Request for an Extension of Program

US federal Immigration regulations require that you finish your program of study by the completion date on your SEVIS I-20. If you will not graduate by that date, you must come into the International Student Service Center and apply for a program extension at least 30 days prior to the expiration date of your SEVIS I-20.

There is no fee to apply for a program extension, and no "waiting period" to hear from the USCIS once the necessary paperwork is submitted. The International Student Service Center will approve all program extension requests allowable by federal regulations, and notify SEVIS of your new completion date.

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

- a change of major or research topic
- unexpected research problems
- documented illness (must provide a doctor's letter)

NOTE: Delays in completing your program caused by academic probation or suspension are NOT acceptable reasons for program extension approval.

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

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

Once your program extension application is complete, the International Student Service Center will prepare a SEVIS I-20 indicating your new program end date (Box #3), thereby notifying the USCIS of the change.

Be sure to keep this new SEVIS I-20 and all previous SEVIS I-20 forms you have been issued. 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 your completion of studies date 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 fee [\$470.00 (Paper Filing) or via Credit/Debit Card \$420 (Online Filing)].

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: _____

EMPL ID: _____

Date of Birth: _____

Email Address: _____

Degree Level (check one) ___ Undergraduate ___ Graduate ___ Other

Reason for requesting an extension of program:

Four horizontal lines for text entry.

Academic Advisor Completes This Section:

- Undergraduate Students: Please take this form to the Undergraduate Advisement Center.
Graduate Students: Please take this form to the Office of Graduate Academic Services.

Number of Courses Remaining to graduate: _____

Student's expected term of graduation will be: Fall _____
Spring _____
Summer _____ Session _____ (1 or 2)
(please indicate year)

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

Four horizontal lines for text entry.

Academic Advisor's Signature

Date

SOURCES OF FUNDS

U.S. \$ PER ACADEMIC YEAR

A. PERSONAL OR FAMILY SAVINGS

Send with this form, your sponsor's original bank statement in U.S. dollar equivalent showing the latest balance and a notarized sponsor's letter giving you permission to use said funds for your educational purposes and stating HOW MUCH OF IT WILL BE USED TO COVER YOUR EDUCATIONAL EXPENSES PER YEAR, along with proof that these funds will be available for the entire length of your study.

\$ _____

B. YOUR GOVERNMENT (ONLY IF YOU HAVE FUNDS FROM YOUR

GOVERNMENT) How much will your government pay for expenses while you are at Baruch? Print the name of the government agency that will pay your expenses per academic year. Enclose with this form a signed copy of your letter of award from the appropriate government agency to certify its accuracy. _____

Name of Government Agency

\$ _____

C. OTHER SOURCES OF INCOME i.e. loans, personal income, or travel grants. Please be specific: _____

\$ _____

D. WILL YOU RECEIVE ROOM AND BOARD FROM A FRIEND OR RELATIVE? If so, attach a notarized room and board letter, along with deed or lease of property.

\$ _____

TOTAL (A, B, C or D)

\$ _____

I/We hereby certify that the above information is accurate and that I/We is/are aware of the full cost of education at Baruch College as outlined on the reverse side of this form and that the funds are available and will be provided for the entire course of study.

STUDENT'S NAME (PLEASE PRINT)

STUDENT'S SIGNATURE

SPONSOR'S NAME (PLEASE PRINT)

SPONSOR'S SIGNATURE

ADDRESS

DATE

RELATIONSHIP TO STUDENT

NOTES REGARDING FURTHER DOCUMENTATION

Only Original Financial Documents, Not Older Than Three Months Will Be Acceptable.

All documents must be in English and in equivalent U.S. dollars (or the current exchange rate must be supplied by the bank).