

SEVIS Program Extension Request Eligibility and Process

General Information and Eligibility:

The Program Extension Request Form is to be used by an F-1 or J-1 visa student in active status at NKU who is unable to complete his/her course of study by the program end date on the student's Form I-20 or DS-2019.

A program extension can be justified only by a delay caused by a compelling academic or medical reason, such as a change of major or research topic, unexpected research problems, or documented illness. Delays due to academic probation or suspension do not justify a program extension.

Academic programs may be extended by one semester or one academic year, with the length of extension required to be specified by the student's academic advisor or graduate program director.

A student should submit his/her program extension request to NKU ISSS **at least 30 days** before the student's current program end date on the I-20 or DS-2019.

A student who fails to request and receive an extension in advance of the current program end date faces loss of active status and the inability to re-enroll at NKU in the subsequent semester.

Procedure:

1. A student must complete Section A of the Program Extension Request Form below.
2. The student must send the form to her/his academic advisor, graduate program director, language training instructor, or exchange coordinator to complete Section B. The form should then be returned to the student so that the student can prepare the necessary financial documents based on the length of extension required.
3. The student should prepare the necessary financial documents as described below.
4. The student must send the Program Extension Request Form and financial documents together, in a single email, to the Associate Director of ISSS and the International Student Advisor to review the request and financial documents before an extension can be entered extension. The student's I-20 or DS-2019 will be reprinted after an extension has been entered.

Financial Documentation:

U.S. regulations for student and exchange visas require that credible financial support is available to the student in the amount of NKU's currently-posted international cost of attendance for the duration of the extension, whether one semester or one academic year. **Please note well: Before financial documents for a program extension can be prepared and submitted to ISSS, a student must be certain that his/her NKU account balance for the current semester has been paid in full!**

The documentation below must be submitted at the time of the program extension request:

1. A newly-completed NKU Financial Certification Form for the period of extension with source(s) of funding for the period of extension clearly indicated. A family member acting as sponsor must complete page 2 of this form **AND**
2. A **current** bank statement showing the last three months of account activity from each sponsor.

(For government-sponsored students only, a new financial guarantee letter that covers the specific extension period may be sufficient.)

Please note that an approved program extension moves the student's SEVIS program end date to the end of a future semester, but the extension does not alter the student's visa expiration date. A student with an expired visa is permitted to remain in the U.S. if otherwise maintaining active status. However, travel outside the U.S. will require the student to apply for and receive a new visa before re-entry to the U.S. can be attempted.



Program Extension Request Form

Section A (to be completed by student):

Name: _____ NKU ID number: _____

U.S. Address: _____ U.S. Phone number: _____

Visa category: ☐ F-1 ☐ J-1 SEVIS ID Number: _____ Current Program End Date: _____

Student Signature: _____ Date: _____

Section B (to be completed by academic advisor, graduate program director, language training instructor, or exchange coordinator):

The student above is requesting an extension to the length of academic program as an F-1 or J-1 non-immigrant student. The purpose of this form is to provide information required by U.S. Citizenship and Immigration Services. An extension cannot be recommended solely to provide additional time to complete incomplete courses, retake classes for better grades, take courses not required for graduation, or provide additional time for delays caused by academic probation or suspension.

1. The above-named student continues to be enrolled in a full course of study* and is making normal academic progress in his/her academic program:** ☐ Yes ☐ No

***Full course of study:** Federal regulations require F-1/J-1 students to enroll in a full course of study each fall and spring semester. Undergraduates must enroll in a minimum of twelve credit hours per semester; graduate students are required to enroll in a minimum of nine credit hours per semester.

****Normal academic progress:** ISSS suggests that a degree-seeking student's having completed at least 75% of required coursework be considered normal academic progress to establish extension eligibility.

2. This student has not yet completed her/his program of study due to the following: (Please check all reasons that apply and provide further information as needed.)

- | | |
|---|--|
| ☐ Delays caused by a change of major of study | ☐ Delays caused by a change in research topic |
| ☐ Delays caused by unexpected research problems | ☐ Delays caused by lost credits upon transfer to NKU |
| ☐ Documented medical illness/condition | ☐ Other (Please explain on the reverse side of this form) |
| ☐ The original length of time given to complete studies was not sufficient | |
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3. If this student successfully completes 12 (undergraduate) or 9 (graduate) credit hours per regular academic semester, I anticipate the student will complete all requirements for graduation by the last day of final exams for the following semester:

Semester (Spring, Summer, Fall) and Year: _____

Name and Title: _____ NKU Email: _____

Signature: _____ Date: _____

(Review and approval of the program extension request are the responsibility of NKU ISSS, not the NKU staff/faculty member making the recommendation above in Section B.)