

Program Extension Information

General Information and Eligibility:

The program extension request form is to be used by an F-1 or J-1 degree-seeking student at Northern Kentucky University who is unable to complete his or her course of study by the program end date on Form I-20 (F-1 student) or DS-2019 (J-1 student). To allow sufficient time for the extension procedure and SEVIS update, a student must submit his or her request to International Students and Scholars Services (ISSS) at least 30 days before the expiration date of the I-20 or DS-2019. A student who fails to request an extension prior to the program expiration date will be considered out of status and must apply to USCIS for reinstatement or travel and re-entry. Programs may be extended by one semester or one year (maximum one year).

In order to be eligible for a program extension a student must:

- Submit complete documentation to International Students and Scholars Services (ISSS) for an extension **30 days before** the program completion date listed on his/her current I-20 or DS-2019.
- Have continually maintained legal F-1 or J-1 status student status.
- Seek an extension for a delay caused by a compelling academic or medical need for the extension, such as change of major or research topic, unexpected research problems, or documented illness. Delays in completing a program caused by academic probation or suspension are not acceptable reasons for an extension.
- Graduate students must have their extension plans approved by their NKU Graduate Program.
- Provide updated funding documentation less than 6 months old for the period of extension.

Procedure:

To apply for an extension of your student status, please carefully read and complete the extension request form.

1. Student must complete Section A of this form, and submit to Academic Advisor to complete Section B.
 2. Form will be submitted directly to ISSS by Academic Advisor. Student must provide required financial documentation (see below) for the length of time extended (if approved), maximum one year.
 3. If you are eligible, within 5 business days, you will be issued an I-20 or DS-2019 with a new completion date. Any J-2 or F-2 dependents will also be issued updated forms.
- *It is your responsibility to pick up your updated I-20 or DS-2019 prior to the expiration of your current I-20 or DS-2019 to ensure that the extension has been granted on time!*

Financial Documentation

You must provide proof that you will be able to continue to meet the expenses (living and education costs, including living expenses for dependent family members, if any) of studying at the Northern Kentucky University.

Please submit documentation of one, or a combination of the following, showing funding for the duration of your extension:

- A statement showing proof of renewed sponsorship or financial aid. Funding amounts must be clearly stated.
- Recent financial certificate (e.g., a bank statement), issued within the past 6 months.
- An updated scholarship/fellowship letter. Funding amounts must be clearly stated.
- A financial guarantee letter that includes your extension period (government sponsored students only).

***Please Note**

The extension (if approved) will extend your I-20 or DS-2019 but not your visa (stamp). If you have an expired visa in your passport, you are permitted to remain in the U.S. with a valid I-20 or DS-2019. However, the next time you travel out of the U.S. and need to reenter, you will still need to apply for a new visa to return to the U.S.



Northern Kentucky University
305 Nunn Drive
Highland Heights, KY 41099

Tel: 859-572-6517
Fax: 859-572-6178
ISSS@nku.edu

International Students & Scholars Services

Program Extension Form

Instructions to student: Complete Section A, then forward this form to your academic advisor or graduate chair:

Section A: Name: NKU ID number:
U.S. Address: Phone number:
Immigration Status: Major: End Date of I-20/DS-2019:
Source of funding (provide new documentation):
Date: Student Signature:

Instructions to academic advisor: Complete Section B, then forward the completed form directly to ISSS advisor:

Section B: Note to the Academic Advisor: The above named student is requesting an extension of the time limit placed upon the F-1 or J-1 nonimmigrant student's length of study.

- provide additional time to complete any "incomplete" course(s)
to retake classes for a better grade, or to take any courses not required for graduation for the major
provide additional time in the case of delays caused by academic probation or suspension

Additional course(s) must count toward degree, including any course(s) that will be applied toward more than one major or concentration.

Final approval or denial of extension request is the decision of ISSS office, not the academic advisor.

1. The above named student has been and continues to be enrolled in a full course of study (*see below) and is making normal academic progress (**see below) 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 be enrolled for a minimum of twelve (12) credit hours per semester; graduate students are required to enroll for a minimum of nine (9) credit hours per semester.

**Normal academic progress: To be considered to be making normal academic progress to be eligible for an extension, ISSS suggests that student has completed at least 75% of coursework required to complete degree.

2. I anticipate this student will, if he/she successfully completes 12 (UG) / 9 (Grad) applicable credits per spring/fall term, complete all requirements for the degree on or about:

Month Day Year

3. This student has not yet completed the current program of study due to (please check all reasons which apply and provide further information below - use reverse side of form if more space is 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

further information

Academic Advisor's Name & Title: Phone:

Email: Date: Advisor Signature:

Section C: (Completed by ISSS) Date Received: Date I-20/DS2019 Extended to: