

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603
(610) 372-4721, Ext. 5259
(610) 607-6257 – Fax



Updating Your I-20 For Program Extension

I. EXPLANATION

If you are unable to complete your program of study by the “completion of studies” date listed on the front of your most recent I-20 form (item #5 on the I-20), you must request and receive a new document from ISA prior to the expiration of your current document. If you are eligible for an extension, the International Admissions Advisor will assist you to comply with extension requirements. You must consult with the International Admissions Advisor at least 30 days before reaching the completion date listed on your I-20. Failure to comply with deadlines will result in the loss of legal F-1 student status.

II. CONDITIONS AND LIMITATIONS

1. You may apply for an extension to your program if:
 - a. The expected completion of studies date on your I-20 has not passed, and
 - b. You are currently lawful in F-1 status, and
 - c. The delay in completing program requirements has been caused by compelling academic reasons (such as changes of major field or research topics, or unexpected research problems) or compelling and documented medical reasons. Delays caused by academic probation or suspension are not reasons for extension of a program of study.
2. You must apply for an extension prior to the end date on your I-20. You should contact the International Admissions Advisor at least 30 days before this date to allow for ample time to complete your application.
3. ISA **WILL NOT** accept extension requests that are more than 60 days before your completion date.
4. Allow one week for the production of a new I-20 following the submission of **complete paperwork**. See instructions below for an explanation of what to submit to ISA.

If you do not meet the requirements listed above for an extension, you may need to apply for “reinstatement” to lawful F-1 status. In this case, immediate consultation with the International Admissions Advisor is necessary.

III. APPLICATION PROCESS

Provided you meet all the requirements, the International Admissions Advisor will authorize the extension. To apply, follow the steps below.

Step 1: Be Informed

Read this document thoroughly and carefully.

Step 2: Receive Your Advisor’s Recommendation

Have your advisor complete the “Academic Advisor’s Recommendation For Extension of Program of Study” (*pages 3 & 4*, attached).

Step 3: Obtain Proof of Financial Support

Get proof of financial support to cover the remainder of time you will need to complete your program. For department funding, you may use the “Affidavit of Support for Financial Sponsor” form or a letter on department letterhead that describes the amount and duration of the support. If you

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603
(610) 372-4721, Ext. 5259
(610) 607-6257 – Fax



are funded by another source, we will need a letter of support from your sponsor, as well as original supporting financial documents, such as bank letters or salary statements showing that the funds are available.

Step 4: Process the Extension with ISA

Once you have gathered the required documents listed, drop off the **completed application with all supporting documents** to ISA or, if you have questions or concerns, call ISA and make an appointment to meet with the International Admissions Advisor. Bring all of the documents listed above to your meeting with the International Admissions Advisor. ISA will generate a new SEVIS I-20 for you and your dependents, if applicable. You must keep this and all previous copies of your I-20s and submit them to an immigration officer when you travel outside the U.S. or apply for any future immigration benefits or to the International Admissions Advisor when you apply for benefits, which involve processing by that advisor.

IV. OTHER IMPORTANT INFORMATION

It is your responsibility to comply with all immigration regulations which apply to F-1 students. The International Admissions Advisor will assist you to do this. Remember to contact the International Admissions Advisor immediately if your I-20 will soon expire or has already expired. If you fail to meet your responsibilities, you may not be eligible for any type of employment (even on-campus employment through a scholarship, fellowship, or assistantship) or to apply for school transfer, practical/academic training, or other benefits if you do not file for an extension before your document expires.

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603
(610) 372-4721, Ext. 5259
(610) 607-6257 – Fax



Program Extension Form

To maintain F-1 status, the international student who wishes to extend his/her I-20 must apply for a new form at least 30 days before the current document expires. To obtain a new I-20, the student must submit this form, an academic advisor's statement, financial support documents, a copy of his/her passport ID/expiration date page, and a copy of the current I-20 (pages 1 & 3).

LAST NAME		FIRST NAME	
RACC ID#	SEVIS #	E-MAIL	
PHONE	DEGREE & FIELD OF STUDY		DEPARTMENT/SCHOOL

An F-1 international student who has been maintaining status may apply for a program extension. Immigration regulations specifically allow for extensions when delays were caused by valid academic or medical reasons. Delays resulting from academic probation or suspension are not acceptable reasons. Students will be considered out of status if they: 1) do not extend their I-20 before the expiration date, OR 2) cannot complete their program of study by the I-20 expiration date and are ineligible for an extension.

TO BE COMPLETED BY ACADEMIC ADVISOR

Number of credits/semesters remaining in program of study: _____

Student is expected to complete program of study by (month/day/year): _____

Has the student been making normal progress towards the completion of his/her degree program?

YES NO

Attach a brief statement explaining why there was a delay. The delay was caused by:

- Loss of credits upon transferring to Reading Area Community College
- Change of major
- Change in research topic
- Unexpected research problems
- Medical problems (student must also submit a letter from physician or medical professional)
- Other compelling academic reasons

International Student Admissions

10 South 2nd St., Box 1706, Reading, PA 19603

(610) 372-4721, Ext. 5259

(610) 607-6257 – Fax



Do you recommend that this student be given additional time to continue his/her study?

YES

NO

ADVISOR'S NAME	ADVISOR'S SIGNATURE	DATE
E-MAIL	PHONE	