

F-1 Program Extension

An F-1 student who is unable to complete his or her program of study by the date of completion listed in item no.5 on the I-20 form **must** apply for a program extension. Program extensions can be given to students who have continually maintained status. Acceptable delays that cause the student to require an extension include changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspensions are not acceptable reasons for program extension.

The student must apply for the extension before the date of completion indicated in section 5 of the I-20. *If your date of completion on the I-20 ID Student Copy, item no.5, has expired and a program extension has not been requested, you are out of status and must apply for reinstatement to student status. If you are out of status, you are ineligible for any F-1 student benefits, such as employment and practical training.*

CHECKLIST OF APPLICATION PROCEDURE

_____ Obtain a letter from the major professor or academic advisor verifying the reasons that the extension is needed and providing the anticipated completion date. Give the attached memo from the Office of International Education (OIE) to the advisor writing the letter.

_____ Provide current proof of financial support for requested period of extension.

_____ Complete the I-20 Request Form.

Gather the required documents and turn them in to Suite 400, Bank of America Bldg. An advisor will email you when your new I-20 is prepared.

For additional information, contact the Office of International Education at 425-3154.



M E M O R A N D U M

TO: Major Professor or Academic Advisor

FROM: Advisor to Foreign Students & Scholars

SUBJECT: _____
(Student's Name)

This memorandum is to request a special type of recommendation letter regarding the above-named student. According to F-1 student regulations of the U.S. Immigration and Naturalization Service (INS), this student has almost reached the end of the time allowed for completion of certificate or degree requirements. Therefore, the student is in the process of putting together an application for an extension of permission to remain in the U.S. to complete studies.

Your letter, which should be addressed to this office, should include the following information:

1. A recommendation that this student be allowed additional time to complete the current course of study;
2. An estimate of the expected date of completion of studies; and
3. Reasons why an extended study period is required.

Acceptable reasons for a delay in completing a program of study include:

1. Changes in major field;
2. Changes in research;
3. Unexpected research problems; or
4. Lost credits upon transfer to our school.

We are grateful for your assistance in this matter. If you have any questions, please give us a call.

Request for Form I-20

Name: _____ Date of Request: _____
(Family or Last Name) (First Name)
Local Address: _____
Phone Number: _____ E-mail: _____
UGA ID # _____ Social Security Number # _____
Number used for registration in OASIS
I-94 Number _____ Date of Birth _____
Month/Day/Year

Before the Office of International Education can issue you a new form I-20, we must review your financial documents to certify that you have sufficient funds to cover the cost of your study and living expenses.

- The amount of funding that you need to show depends on your level of study and the number of dependents you have.
- If you are claiming funds from UGA (athletic scholarships or graduate assistantships) as a source of your support, remember to include letters that state the actual amount of money you receive from the institution.
- Sources outside UGA must include personal bank statements and affidavits/letters of support from relatives and sponsors.
- All financial documents must be **original** (no faxes, bank or internet print-outs will be accepted) and must be dated within the last 6 months.
- Official bank statements will not be returned.

I am requesting a new I-20 because (check all that apply):

_____ I need to file a petition with the USCIS to change my status or seek reinstatement to F-1 status.
*include original financial documents showing ability to cover cost of tuition and living expenses for minimum of 1 year of study.

_____ My level of studies (Bachelor's, Master's or PhD) has changed.

Old level and major _____

New level and major _____

*please include a written confirmation letter from your advisor or department regarding the change & submit original financial documents.

_____ My major has changed (within the same level of studies)

Old Major _____ New Major _____

*Note : No financial documents are necessary to update this change, only submit this form to OIE.

_____ I need more time to complete my degree program (program extension).

*please include a letter from your department stating the reasons for the delay and the new date of graduation, and new original financial documents. See the F-1 extension packet for more guidance.

_____ Dependent(s): I want my dependents to join me.

_____ Dependent(s): They are already here

*Dependent I-20s require financial documents based on the financial calculator on back page and must complete the section below.

<i>Family or Last Name, First Name</i>	<i>Date of Birth (Month/Day/Year)</i>	<i>Country of Birth</i>	<i>Relationship</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other reason (please explain in detail): _____

To calculate an estimate of your expenses, you will need to choose the appropriate items from each of the 3 categories on this form. All students pay books and insurance. Please select the living expense and tuition amounts that apply to you. You can use the lines of the table to list and add your expenses.

<i>1. Tuition & Fees</i>		<i>2. Living Expenses</i>	
Undergrad. non-resident	20,726	Single Student, 9 months	7,200
Undergrad. resident	5,622	Single Student, 12 months	9,600
Graduate non-resident	21,424		
Graduate resident	6,170	Students with Dependents:	
Graduate assistant (9 month)	1,122	Student Only, 12 months	9,600
Graduate assistant (12 month)	1,442	Spouse Only Add	4,700
		1 Child Only Add	2,600
		Each Additional Child Add	1,800
		3. Books, Insurance, & ISCF * 9 month	1,740
		12 month	1,990
		<i>*International Student Compliance Fee</i>	
		Total	

STOP: TO BE COMPLETED BY OIE ADVISOR

Purpose of New I-20

- Initial Attendance
- Continued Attendance
- Dependents entering U.S.
- Other: _____

Sources & Amounts of Funds

- Student's Personal Funds \$ _____
- Funds from UGA \$ _____
(Assistantships, Scholarships, etc.)
- Funds from another source \$ _____

Level & Course of Study

Level: _____
 Major: _____
 Start Date: _____
 End Date: _____

TOTAL \$ _____

Advisor Remarks: _____

**FOR ADDITIONAL INFORMATION CONTACT
 THE OFFICE OF INTERNATIONAL EDUCATION AT 425-3154**