

F-1 Student Program Extension Request Form

F-1 students are expected to complete their degrees by the Program End Date listed on their I-20. Students who require additional time to complete their academic program due to compelling academic or medical reasons must submit the completed form to the Pulliam Center for International Education no later than **3 weeks prior** to their current Program End Date on their I-20. Once the Program End Date passes, the program cannot be extended and students must discuss options for regaining F-1 status with the International Education Advisor.

Please submit this completed form together with the following support documentation (as applicable):

- Extension requests for documented illness: signed letter from an MD, DO, or licensed clinical psychologist outlining the need for additional time
- Extension requests for academic reasons: copy of your degree audit
- ALL extension requests: this form completed and signed by the academic advisor or academic program director

STUDENT INFORMATION (COMPLETED BY STUDENT)

Name: _____

Queens ID: _____

Email: _____ Phone: _____

Current Degree Level: Bachelors/Undergraduate Masters/Graduate

Major/Dept.: _____

ACADEMIC ADVISOR/ACADEMIC PROGRAM DIRECTOR'S RECOMMENDATION

Instructions for the Academic Advisor/Academic Program Director: F-1 students are expected to complete their degrees by the Program End Date listed on their I-20. Per U.S. visa regulations, they are eligible for an extension of this date only in cases of academic or medical necessity. Students may not extend their program for employment or professional development reasons. Your recommendation on the following page will be used to determine eligibility for an extension and will be added to the student's file. If not determined to comply with U.S. visa regulations, the program extension will not be granted. For questions related to eligibility, please contact The Pulliam Center staff at international@queens.edu

For PCIE use only:

Date received: _____

Received by: _____

Attachments: Medical letter Degree Audit

I have read and understand the information on the previous page regarding the extension of an F-1 student's program end date.

Yes **No**

Is the above-named student making normal academic progress towards completing the degree program?:

Yes **No**

In addition to the student's current and past enrollment, s/he needs to complete the following coursework to complete their degree:

credits: _____

Specific courses (name and course code) remaining to complete:

The student is expected to meet all degree requirements in the following term:
_____ (semester/year)

Reason for Program Extension (check all that apply):

- Delay due to documented illness (student will need to attach documentation from a physician)
- Change/add major field of study
- Change/add minor field of study or graduate concentration
- Other compelling academic reason. Please explain (attach additional page(s), if necessary):

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Department: _____ Daytime Phone: _____

For PCIE use only:

Reviewed by: _____

Approved Denied

SEVIS record updated date: _____

SEVIS record updated by: _____