

## Extension of Program of Study Information for F-1 and J-1 Students

*If unable to complete the program of study by the program end date indicated on the current I-20 (in the Program of Study section) or DS-2019 (item #3), the student must comply with procedures for extension of time limitation for program of study.*

### Eligibility for Extension of Stay/Program

In order to be eligible for an extension of your I-20 or DS-2019:

- Your current I-20/DS-2019 cannot be expired; the end date of the I-20/DS-2019 must be a future date.
- You have maintained valid F-1/J-1 status and are making normal progress toward program completion.
- Delay must be due to a compelling academic or medical reason including, but not limited to:
  - Change of major
  - Change of research topic or unexpected problems with research
  - Loss of credits upon transfer to this university
  - Length of time given was not reasonable for an average student in this program
  - Documented illness
  - Other - Please explain on separate paper

*Note: Delays caused by academic probation or suspension are NOT acceptable reasons for program extension. Schedule an appointment with an international student advisor to discuss your options.*

### Application for Extension of Program

*Submit the following documents to the CIS office in a timely manner to allow adequate time to review the application, update SEVIS, and issue a new I-20/DS-2019 **before** the current I-20/DS-2019 expires.*

- Completed F-1 & J-1 Student Extension. All requested information is **required**:
  - Section 1 is completed by the student
  - Section 2 is completed by the student's advisor:
    - **Academic Student (undergraduate, graduate, law)**: academic advisor
    - **English Language Student**: ELI Students must use a different extension form. The ELI program assistant or director must sign the ELI extension form.
    - **Exchange Student**: Education Abroad advisor and Admissions officer must sign form.
  - Section 3 is for updated Financial Information & current proof of financial support documents:
    - Assistantship: Current memo issued by the department on letterhead with the following: period of employment (example: academic or calendar year, specified term, or mm/dd/yy); stipend amount per year; FTE: .50 or .25
    - UA Athletic Scholarship: Current memo from the Athletic department on letterhead verifying the expected ending date of scholarship; include an itemized value of the scholarship (see original scholarship award letter issued by the Athletic Department)
    - Personal Funds: Bank letter on letterhead verifying the amount of funds available
    - Family Funds: Bank letter on letterhead verifying the amount of funds available
    - Organization or Government Sponsorship: Updated copy of award letter, verifying dates of sponsorship

### Notes on Minimum Enrollment Requirements

- Undergraduate students must be enrolled for a minimum of 12 credit hours during the fall and spring semesters to be considered full-time students. For exceptions to minimum enrollment requirements, see: <http://is.ua.edu/currentstudents/maintaining-student-visa-status/full-time-enrollment-requirement/>.
- Graduate School policy regarding enrollment requirements/minimum hours per term can be found here: <http://graduate.ua.edu/admin/policy/MinRegistrationRequirementsPolicies.pdf>.

**SECTION 1: STUDENT INFORMATION UPDATE (TO BE COMPLETED BY STUDENT)**

NAME: \_\_\_\_\_  
Family Name (Surname) \_\_\_\_\_ Given Name (First) \_\_\_\_\_

UA Campus-Wide ID (CWID) Number: \_\_\_\_\_ SEVIS I-20# N \_\_\_\_\_

**UPDATED LOCAL CONTACT INFORMATION:**

Physical Address: \_\_\_\_\_  
(Apt. or House) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**PROOF OF FINANCIAL SUPPORT FOR PERIOD OF EXTENSION IS REQUIRED – COMPLETE THE FINANCIAL INFORMATION SECTION (SECTION 3) AND INCLUDE FINANCIAL SUPPORT DOCUMENTATION**

- Personal or Family funds: Letter from bank, on the bank's letterhead, stating the amount in account.
- Organization or Government Sponsor Grant or Scholarship: Updated copy of award letter
- Assistantships, Scholarships, or Grants: Updated copy of award letter.

**SECTION 2: DEPARTMENT APPROVAL FOR F-1 OR J-1 STUDENT EXTENSION (TO BE COMPLETED BY ADVISOR)**

UA Academic Department: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Advisor's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

1. The student has not yet completed the current program of study due to (check all that apply):
  - Delay caused by a change in major field of study
  - Delay caused by a change in research topic or unexpected research problems
  - Delay caused by lost credits upon transfer to this university
  - Documented Illness
  - No unusual delay. Length of time originally given was not reasonable for an average student in this program
  - Other: Explain: \_\_\_\_\_
2. I have discussed with the student the following requirements that must be met for program completion:
  - Additional coursework is required. Student must complete \_\_\_\_\_ number of credit hours.
  - Completed required coursework, including required research hours in the \_\_\_\_\_ semester.  
Student needs \_\_\_\_\_ additional credit hours to complete the required thesis/dissertation/project\*.

**\*Graduate students/advisors should refer to Graduate School policy regarding minimum enrollment hours/term – <http://graduate.ua.edu/admin/policy/MinRegistrationRequirementsPolicies.pdf>.**
3. New Expected Date of Program Completion:  
I recommend that the student's visa status be extended to (month/day/year): \_\_\_\_\_
  - **For undergraduate students and non-thesis graduate students**, the completion date is usually the date of commencement of the semester in which the student completes all coursework.
  - **For graduate students who must submit a thesis or dissertation**, the completion date may be considered to take place as early as the date of the successful thesis/dissertation defense, but completion occurs **no later** than the end of the semester in which the complete thesis/dissertation with final revisions is submitted to The Graduate School.
4. If Department is providing financial support, a letter on department letterhead, with the following information must be attached:
  - Type of financial support (scholarship, assistantship, etc.)
  - Beginning and ending dates of the support
  - Amount of support: include stipend and tuition waiver (.50 or .25 FTE)
  - Indicate if support includes payment of medical insurance
  - If necessary, (support assignments have not been made/finalized), the following statement may be included in the letter:  
**Contingent upon the student's progress and performance and the availability of funding, we expect this support to continue...** (estimated time)...

I recommend this student be allowed the above-mentioned additional time to complete studies.

Advisor Signature: \_\_\_\_\_ Date(month/day/year): \_\_\_\_\_

**F-1 & J-1  
Student  
Extension Form**

**SECTION 3: FINANCIAL INFORMATION**

Please enter any and all sources of funding and the amount of finances available to support your study and living expenses while at the University of Alabama. If funds are from an organization, grant, or government support, please include a copy of any letters of award or sponsorship. If your support will come from personal or parent funds, please include bank certification not more than 12 months old.

**The specific amount of funds must total at least \$46,300 USD (\$58,170 USD for law students) for the 2016-2017 academic year:**  
<http://is.ua.edu/future-new-students/admission-to-ua/cost-of-attendance/>.

**FINANCIAL SUPPORT FOR DEPENDENTS:** To bring a spouse or child(ren), an F-1/J-1 student must show financial support above the minimum cost of attendance and living at UA. Additional financial support of \$3800 per year must be shown for each F-2/J-2 dependent.

SOURCE OF FUNDS	PROJECTED SUPPORT PER YEAR	CERTIFICATION OF FUNDS: By signing this form, the sponsor certifies that funding amount listed is true and that funds are readily available and will be provided as indicated.
<b>1. Personal Funds or Savings</b> <ul style="list-style-type: none"> <li>Attach letter(s) from bank(s) certifying the amount listed for 1<sup>st</sup> year of study.</li> </ul>	<b>US DOLLARS</b> \$	<b>A1: Name of Financial Institution:</b> _____ <b>A2: Country of Financial Institution:</b> _____
<b>2. Parental Funds or Savings</b> <ul style="list-style-type: none"> <li>Attach letter(s) from bank(s) certifying the amount listed for 1<sup>st</sup> year of study.</li> <li>If both parents' names appear on funding, both parents should sign.</li> <li>Parent sponsors who currently live in the US but who are not US Citizens or Legal Permanent Residents must submit copies of their immigration documentation.</li> </ul>	<b>US DOLLARS</b> \$	<b>B1: Parent(s) currently living in the US:</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No <b>B2: Parent(s) US citizen or permanent resident?</b> <input type="checkbox"/> Yes or <input type="checkbox"/> No <b>B3: Occupation of Parent(s):</b> _____ <b>B4: Name of Parent(s):</b> _____ <b>B5: Parent's(s') Signature(s):</b> _____ <b>Date of Signature:</b> _____
<b>3. Scholarship Support: Student's Home Government or Sponsoring Agency</b> <ul style="list-style-type: none"> <li>Attach copy of Scholarship/Fellowship Award Letter.</li> </ul>	<b>US DOLLARS</b> \$	<b>C1: Name of institution, government, or other sponsoring agency:</b> _____

**SECTION 4: STUDENT ATTESTATION**

I certify that the above information is correct and complete, and that I shall notify the University of any change in my personal information, finances, or studies.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUIRED DOCUMENTATION TO BE SUBMITTED BY STUDENT**

Copies/Scans/Originals of Proof of Financial Support (Bank Statement, Award Letter, Sponsor Letter, etc.)

**UNDERGRADUATE & GRADUATE STUDENTS – ACADEMIC YEAR 2016-17**

**Estimated Costs of Attendance & Living Expenses**

Expense	Fall Semester	Spring Semester	Summer	TOTAL
Tuition	\$13,475	\$13,475	‡	\$26,950
International Fee	\$75	\$75	‡	\$150
Course/College Fees*	\$400	\$400	‡	\$800
Books & Supplies	\$600	\$600	‡	\$1200
Housing**	\$2850	\$2850	\$2335	\$8035
Meal Plan***	\$2100	\$2100	\$1245	\$5445
Health Insurance†	\$523	\$725	†	\$1248
Personal Expenses	\$1337	\$1135	‡	\$2472
<b>TOTAL</b>	<b>\$21,360</b>	<b>\$21,360</b>	<b>\$3580</b>	<b>\$46,300</b>

**LAW STUDENTS – ACADEMIC YEAR 2016-17**

**Estimated Costs of Attendance & Living Expenses**

Expense	Fall Semester	Spring Semester	Summer	TOTAL
Tuition	\$19,410	\$19,410	‡	\$38,820
International Fee	\$75	\$75	‡	\$150
Course/College Fees*	\$400	\$400	‡	\$800
Books & Supplies	\$600	\$600	‡	\$1200
Housing**	\$2850	\$2850	\$2335	\$8035
Meal Plan***	\$2100	\$2100	\$1245	\$5445
Health Insurance†	\$523	\$725	†	\$1248
Personal Expenses	\$1337	\$1135	‡	\$2472
<b>TOTAL</b>	<b>\$27,295</b>	<b>\$27,295</b>	<b>\$3580</b>	<b>\$58,170</b>

\* College/Course Fees will vary depending on actual course enrollment. <https://studentaccounts.ua.edu/cost/>

\*\* Housing is based on the lowest cost option of on-campus housing in fall, spring and summer. Private rooms and other accommodation are available at higher rates. On-campus housing is limited to undergraduates. Off-campus housing is not factored into the housing estimate due to the extreme range of off-campus rent. [http://housing.ua.edu/new\\_students/rates.cfm](http://housing.ua.edu/new_students/rates.cfm)

\*\*\*Cost reflects optional All-Access Meal Plan plus \$325 Dining Dollars per semester. Summer meal plan reflects a 100 anytime meal plan plus \$325 dining dollars. All undergraduate students are charged \$325 at registration each semester for Dining Dollars; Dining Dollars are not automatically charged to graduate students. Rates from: <http://bamadining.ua.edu/meals-plans/>

† Health Insurance is \$1248 per year and is paid in separate 5-month and 7-month installments, which covers all 12 months of insurance. The current annual cost for United Healthcare Insurance coverage: International Student, Dependent spouse and child(ren) - \$1248 USD each.

‡ Summer tuition, fees, books, and supplies are not included in the estimated annual costs. If summer is your first semester of study, you must enroll full-time. Undergraduate students will need to show an additional \$13,395 and graduate students will need to show an additional \$11,190 in funding for summer tuition, books, and fees. Tuition rates available at: <https://studentaccounts.ua.edu/tuition-rates/> & <https://studentaccounts.ua.edu/tuition-rates-summer/>.

**Financial Requirements for Visa Sponsorship of Dependent Spouse and Children Under 21 Years of Age:**

The estimated cost of living increases with each added dependent. Estimated cost for an F-2 or J-2 dependent spouse and child(ren) is \$3800 USD per year/per dependent.

**Notes:**

- Figures are subject to change without prior notice.
- Tuition and fees may vary for some academic areas - <https://studentaccounts.ua.edu/college-fee-rates-by-college/>.
- Estimated cost is based on enrollment for two academic terms plus summer without enrollment.
- Estimated cost is for an average student who budgets well.
- Estimated cost does not include international travel, automobile expenses, mobile phones, or child care services.

## GUIDELINES FOR DOCUMENTATION OF FINANCIAL SUPPORT

Please read this information prior to submission of I-20/DS-2019 Request and Proof of Finances

### GUIDELINES FOR DOCUMENTATION OF FINANCIAL SUPPORT

Educational institutions are required by the Department of Homeland Security to have documentary proof of adequate financial support prior to issuing immigration an I-20 or DS-2019. Failure to fully and properly follow the instructions on this information sheet will result in non-issuance of the I-20 or DS-2019 form which is required (1) to obtain a visa and enter the U.S., (2) to transfer from another U.S. school to The University of Alabama, and (3) to extend F-1 or J-1 visa status at The University of Alabama.

**The specific amount of funds must total at least \$46,300 USD (\$58,170 USD for law students) for the 2016-2017 academic year:** <http://is.ua.edu/future-new-students/admission-to-ua/cost-of-attendance/>. Students who begin studies in summer must enroll full-time; so for those who begin their studies in summer, they will need to show additional funding for summer tuition and fees. Add \$3800 USD for a dependent spouse and each dependent child accompanying you to UA. Please be aware that actual dependent costs may be much higher due to additional medical insurance expenses, food, clothing, and daycare for children.

### FINANCIAL DOCUMENTATION REQUIREMENTS FOR STUDENTS WITH GOVERNMENT FUNDING, SCHOLARSHIPS, GRANTS, AND LOANS

The information below describes usual financial requirements. The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

**Government Funding, Scholarships, Grants, and Loans.** A letter of award confirming a scholarship or loan must be submitted with the I-20/DS-2019 request form. The award letter must meet the following requirements:

- (1) must be an original document **or** verifiable, true copy **or** unaltered scan of the original document;
- (2) must be on official letterhead stationery of the scholarship or loan organization;
- (3) must be addressed to The University of Alabama;
- (4) must be dated within twelve months of the intended date of enrollment;
- (5) must specify the amount, terms, and duration of the award or loan, including specific beginning and ending dates; and
- (6) must contain billing instructions specifying how the scholarship or loan organization intends to pay your tuition and fee bills.

### INSTRUCTIONS FOR SUPPORTING BANK LETTER FOR FAMILY/SELF-SPONSORED STUDENTS

Students whose financial sponsorship comes from family or personal funds must provide documentation of financial resources available to them. While The University will accept copies and scans, The University reserves the right to require original documents as well as additional or different financial documentation, including an advance deposit. You will be notified if special documentation is required.

1. A letter on official stationery (must be an original document **or** verifiable, true copy **or** unaltered scan of the original document), must be submitted from a bank or other financial institution where the prospective student or parent has savings deposits, certificates of deposit, money market certificates, or other types of accounts containing readily available funds.
2. If deposits are in more than one financial institution, a separate letter must be submitted from each bank.
3. The letter(s) must provide a specific amount of funds and the name of the account holder.
4. The letter(s) must be signed and dated less than one year from when the student plans to enroll.
5. No changes, alterations, or modifications may be made to any information appearing on the letter(s).
6. Income tax statements or returns, proof of property ownership, and letters stating that the student or the sponsor possesses "sufficient financial resources" or "earns enough" are **NOT** acceptable as evidence of readily available funds.
7. The bank letter must be in English; otherwise, attach a translation into English.

### UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE AND EMPLOYMENT IN THE US

#### A. UA SCHOLARSHIPS AND FINANCIAL ASSISTANCE

**Please Note:** Graduate assistantships, athletic scholarships, grants, and other awards may not cover all expenses for study and living expenses at UA or meet the Estimated Cost of Attendance. All students must comply with the financial requirements for the F-1 and J-1 programs and will be responsible for providing proof of funds for amounts not covered by UA financial assistance.

#### B. EMPLOYMENT IN THE US

- **On-Campus Employment.** On-Campus jobs are few in number and difficult to obtain. Therefore, you are advised **not** to plan on supplementing your financial support with on-campus employment.
- **Off-Campus Employment.** It is a **violation** of U.S. Department of Homeland Security regulations for international students to be employed off-campus without first obtaining written work authorization. Unauthorized employment will result in loss of valid nonimmigrant status and its benefits. Do **NOT** expect to supplement your financial support by working off-campus.