F-1 & J-1 Student Extension Form

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402 INTERNATIONAL@UA.EDU | HTTP://INTERNATIONAL.UA.EDU/ISSS/

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

If unable to complete the program of study by the expiration date indicated on the current I-20 form (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

<u>Note:</u> 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 ISSS 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 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
    - <u>UA Athletic Scholarship</u>: 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
    - <u>Family Funds</u>: 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:
  <a href="http://international.ua.edu/isss/currentstudents/full-time-enrollment-requirement/">http://international.ua.edu/isss/currentstudents/full-time-enrollment-requirement/</a>.
- Graduate School policy regarding enrollment requirements/minimum hours per term can be found here: <a href="http://international.ua.edu/isss/currentstudents/full-time-enrollment-requirement/#graduate">http://international.ua.edu/isss/currentstudents/full-time-enrollment-requirement/#graduate</a>.

F-1 & J-1 Student Extension Form

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402 INTERNATIONAL@UA.EDU | HTTP://INTERNATIONAL.UA.EDU/ISSS/

	SECTION 1: STUDENT INFORMATI	ON OFDATE (TO BE COMPLETED	BI STUDENT)		
Far	mily Name (Surname)	Given Name (First)	Middle Name (if any)		
UA Campus-W	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:					
☐ Addi	sed with the student the following requirements that must be met for program completion:  itional coursework is required. Student must complete number of credit hours.				
Stude	Completed required coursework, including required research hours in thesemester.  Student needsadditional credit hours to complete the required thesis/dissertation/project*.  *Graduate students/advisors should refer to Graduate School policy regarding minimum enrollment hours/term.				
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.					
■ Type o ■ Begini ■ Amoun ■ Indican ■ If nece	t is providing financial support, a letter on <u>department</u> of financial support (scholarship, assistantship, etc. ning and ending dates of the support into the support include stipend and tuition waiver ( te if support includes payment of medical insurance essary, (support assignments have not been made/finatingent upon the student's progress and perforutinue (estimated time)	) 50 or .25 FTE) e nalized), the following statement may be inc	cluded in the letter:		
I recommend this student be allowed the above-mentioned additional time to complete studies.					
Advisor Signature	Advisor Signature: Date(month/day/year):				

F-1 & J-1 Student Extension Form

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 | TEL: 205-348-5402 INTERNATIONAL@UA.EDU | HTTP://INTERNATIONAL.UA.EDU/ISSS/

### **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 equal the amount for the current academic year listed here: http://international.ua.edu/isss/future-new-students/expenses/.

FINANCIAL SUPPORT FOR DEPENDENTS: For the F-2/J-2 visa support for 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.		
<ul><li>1. Personal Funds or Savings</li><li>Attach letter(s) from bank(s) certifying</li></ul>	US DOLLARS	A1: Name of Financial Institution:		
the amount listed for 1st year of study.	\$	A2: Country of Financial Institution:		
<ul><li>2. Parental Funds or Savings</li><li>Attach letter(s) from bank(s) certifying</li></ul>	US DOLLARS	B1: Parent is currently living in the US:		
the amount listed for 1st year of study.	\$	B2: Parent is US citizen or permanent resident? ☐Yes or ☐No		
		B3: Occupation of Parent:		
		B4: Name of Parent:		
		B5: Parent's Signature:		
		Date of Signature:		
<ul> <li>3. Scholarship Support: Student's Home</li> <li>Government or Sponsoring Agency</li> <li>Attach copy of Scholarship/Fellowship</li> <li>Award Letter.</li> </ul>	US DOLLARS \$	C1: Name of institution, government, or other sponsoring agency:		
	SECTION 4: ST	UDENT 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.)  Funds must equal the amount for the current academic year listed here: <a href="http://international.ua.edu/isss/future-new-students/expenses/">http://international.ua.edu/isss/future-new-students/expenses/</a> .				