

Program Extension Letter

F-1 and J-1 Student Program Extension

A student is eligible for a program extension if the student has suffered a delay in completing the program requirements caused by a compelling academic reason (such as a change in major or unexpected research problems) or for documented medical reasons.

When Should You Extend Your Program?

You must submit your request to extend your program prior to your current program end date. Once your program end date has passed, your program cannot be extended, and you are out of status. You will then need to file for reinstatement with USCIS to continue studying at Governors State University.

Submit These Documents to OIS 1-2 Months Before Your Program End Date:

1. A letter from your Academic Advisor (Sample on page 2)
2. Proof of funding to cover the length of the extension request
3. A completed student Request Form

Additional information

1. Extensions may only be requested for 1 year at a time.
2. New program end date: your new immigration document will have a new end date once approved
3. Completion of program: Keep in mind that if you complete your program before the extended end date listed on your form, then your program will end on that date and your grace period will begin from your program completion date, not the date listed on the extended I-20/DS-2019. Please meet with an OIS advisor if you have questions about your completion date and grace period. Before the end of your grace period, you must take one of the following actions:
 - a. Leave the United States
 - b. Apply for work authorization (i.e. H-1B)
 - c. Transfer to a new academic program or another institution
 - d. Change your immigration status (i.e. permanent resident, F-2, etc.)
 - e. Maintain your status in some other way
4. Grace period: U.S. federal regulations allow a grace period for international students who have maintained their status. This time is granted so that you may adequately prepare for your departure from the United States or change your status. Your grace period begins on the date that you complete your academic program. F-1 students receive a 60 day grace period, while J-1 students receive only a 30 day grace period.

Please meet with an OIS advisor before your end date if you have any questions.

Program Extension Letter

Sample Advisor Letter for a Program Extension

(The letter must be on department letterhead.)

Governors State University

Name of Department, Room Number
1 University Parkway
University Park, IL 60484

PH: FX:

DATE: MM/DD/YYYY

TO: Office of International Services
1 University Parkway, C3370
University Parkway, IL 60484

I am writing to recommend a program extension for (Student). (Student) is a student in the (Department) department pursuing a (BA/MS/Ph.D./etc.) degree and is expected to complete all degree requirements on (Date). Due to (Extension Reason), (Student) will require additional time to complete her/his program of study.

Sincerely,

Signature

Name
Title
Department

***Note to Academic Advisor**

1. Please give the most accurate completion date possible. This will be used for the student's official immigration document.
2. Please explain in detail the reason for the extension. Only certain academic and medical reasons are acceptable according to U.S. federal regulations.
3. Delays by academic probation or suspension are not acceptable reasons for an extension according to U.S. federal regulations.