Student Form I-20 Request

Section A: To be completed by the student:

Name as in Passport (Surname/Last, Given Name):	Student ID Number:	Date of Birth (mm/dd/year):
Email Address:	**Level of Education:** ❑ Bachelor's ❑ Master's ❑ PhD ❑Law ❑Certificate	**College:** ❑ Liberal Arts/Social Sciences ❑ Business ❑ Engineering ❑ Science ❑ Urban Affairs ❑ Law ❑ School of Nursing ❑ Education/Health Services

Important notes, please read:

- This request should be received by the CISP International Team at least 30-60 days prior to the expiration date on the current Form I-20. If the student fails to meet the deadline, there is no guarantee that the request will be processed before the current Form I-20 expires. This will have a negative impact on the student's immigration status.
- To be eligible for extension, you must be maintaining status, making normal progress toward completion of degree and have academic requirements remaining.
- Extensions may only be granted to students who can demonstrate that they have compelling academic or medical reasons.
- The academic advisor must complete and sign this entire form before an extension request can be approved by the CISP International Team.
- Delays caused by academic probation or suspension are not acceptable reasons for program extension (8 CFR 214.2(f)(7)(iii).
- Extension request will not be granted for delays caused by employment like Curricular Practical Training (CPT).
- Form I-20 will not be extended for "I" or "X" grades or to allow a student to complete an internship.

- I certify I have read the request form instructions and information in full.
- I certify the information I have provided is, to the best of my knowledge, accurate.
- I understand I must report any address current (U.S.) through CampusNet within 10 days of the change.

Signature: _____ Date: _____

**** Please Allow 5 Business Days to Process ****

Section B: Reason for Extension:

Please indicate a choice below:

- ❐ **Form I–20 Extension for Academic Delay:**
    - o Attached (on the back) is a form to be filled by your academic advisor, as to why an extension is needed. The form must be completed by your academic advisor before your I-20 extension can be approved.
- ❐ **Form I–20 Extension for Compelling Medical Issue:**
    - o Attached (on the back) is a form to be filled by your academic advisor, as to why an extension is needed. The form must be completed by your academic advisor before your I-20 extension can be approved.
    - o Provide medical documentation to support the extension request.
- ❐ **Form I-20 Change of Major:** Attach documentation of the new major.
    - o Attach documentation of the new major.
    - o Sponsored students must submit change of major approval from sponsoring agency.
        - ▪ Example: New Financial Guarantee showing new major
- ❐ **Form I-20 Change of Funding:**
    - o Attach documentation of the new funding source.
- ❐ **Form I-20-Lost**

Section C: To be completed by Academic, Program, or Faculty Advisor:

Term in which ALL degree requirements are anticipated to be complete:

❐ Fall 20___ (Dec)   ❐ Spring 20__ (May)   ❐ Summer 20__ (Aug)

Please explain the reason why the student was not able to complete the program as originally expected (such as change of major or research topic, unexpected research problems, or documented illness):

I verify that the information above is correct and complete. This student is making normal progress toward the completion of his/her degree. I recommend this student's stay be extended as indicated above.

Advisor's Signature:	Date:
Name (typed or printed):	Phone:
Department:	Email:

Section D: To be filled out by CISP International Team

CISP International Team Verification	❐ Yes ❐ No
CISP Signature:	Date: