

U.S. immigration regulations may allow students to apply for extension of stay, if they are continually maintain status but do not complete their academic programs by the end date listed on their I-20/DS-2019 due to compelling academic or medical reasons. 8 C.F.R. § [214.2\(f\)\(7\)\(iii\)-\(iv\)](#)/ [4.22 C.F.R. § 62.43](#)

## Who is eligible to apply for Program Extension?

Students who meet certain conditions may be eligible for extending their program:

- 1) Student is in valid F-1/J-1 status.
- 2) Student is not able to complete his/her academic program by the expected date of completion in spite of making normal academic progress.
- 3) Student has compelling academic or medical reasons. Examples include: changes of major or research topic, unexpected research problems, or documented illnesses.
- 4) Please note that delays caused by academic probation or suspension are not acceptable reasons for a program extension.

**Note: Student on-campus employment (including RA/TA, etc.) in their final semester, must stop work on end date of their immigration documents (I-20/DS-2019). No program extension will be granted for just extending an RA/TA position.**

## When may I apply for Program Extension?

You may not apply for program extension until the last term indicated on your current I-20/DS-2019, but you must apply no later than 30 days before it expires.

# Steps to Request Program Extension

**STEP 1: Make an appointment at least 30 days before your current I-20/DS-2019 expiration date to see an OISS advisor.** If you have any questions regarding program extension and/or you are unsure whether you are eligible, please contact the OISS at 713-348-6095 or [oiss@rice.edu](mailto:oiss@rice.edu), or stop by the office in Lovett Hall

## STEP 2: Complete the following two forms:

### **Extension Request Form: Student Form**

Student fills in the top section, including funding information.

Student reads Statement of Understanding thoroughly, initials details, and signs.

### **Extension Request Form: Rice Faculty Advisor Form**

Rice faculty member/adviser completes top part of form to confirm new expected date of completion and compelling reason for the extension.

Department coordinator or other staff/faculty member fills in bottom part to verify tuition status and any fellowship/assistantship/stipend amount student is getting from Rice (*Rice-funded graduate students only*).

## STEP 3: Submit the following to OISS at least 30 days before your current I-20/DS-2019 expiration date.

### **Completed Extension Request Forms: Student Form & Rice Faculty Advisor Form**

**Attach proof of funding** as indicated in the Extension Request Form: Student Form.

**Attach documentation** from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist if your request is based on a medical condition.

**STEP 4: If your extension request is authorized, an OISS advisor will create your new I-20/DS-2019 and email you when it is ready.** Please make sure you pick it up at your earliest convenience.



# Extension Request Form

## STUDENT FORM

Office of International Students & Scholars

Revised March 3, 2017

Please submit the completed Student and Rice Faculty Advisor forms to OISS at least 30 days prior to the end date listed on your current immigration document. Incomplete forms will delay the extension process.

### To be completed by STUDENT

Name: \_\_\_\_\_ ID#: S0 \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Department/Major: \_\_\_\_\_ Degree Level:  Bachelor's  Master's  Doctorate

Have you applied for extension of this program before?  No  Yes, year and semester: \_\_\_\_\_  
Have you applied for reduced course load of this program before?  No  Yes, year and semester: \_\_\_\_\_  
Have you applied for Post-Completion OPT?  No  Yes, dates requested: \_\_\_\_\_

Please indicate which sources of funding you will use for proof of financial resources to cover tuition and living expenses. Fellowship and stipend amounts will be confirmed by your department staff/faculty member.

- Government Sponsorship: Amount \_\_\_\_\_ (attach proof such as letter)
- Family or Friend Sponsorship: Amount \_\_\_\_\_ (attach proof and letter of support)
- Personal Funding: Amount \_\_\_\_\_ (attach proof such as bank statement)
- Departmental Funding (Department to confirm on Rice Faculty Advisor Form)
- Other: \_\_\_\_\_

By signing below I attest that I have properly maintained my immigration status.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* **J-1 visa holders:** Have you have applied for a waiver to the 2-year home residency requirement (212e)?  Yes  No

### Student Program Extension Statement of Understanding

Please read carefully, **initial** next to each statement indicating you agree and understand, and sign at the bottom.

- \_\_\_\_\_ 1. I understand that maintaining my visa status is my responsibility.
- \_\_\_\_\_ 2. I understand that extension requests may not be submitted until the last term indicated on the current I-20/DS-2019, but no later than 30 days prior to the expiration date.
- \_\_\_\_\_ 3. I understand that extensions may not be requested for more than one (1) academic year at a time.
- \_\_\_\_\_ 4. I understand that extensions can only be approved for compelling academic or medical reasons.
- \_\_\_\_\_ 5. I understand that to be eligible for an extension, I must be making normal academic progress toward completion of my degree, and have requirements remaining for my academic program.
- \_\_\_\_\_ 6. I understand that extensions cannot be approved for coursework or research that is not required for my degree program.
- \_\_\_\_\_ 7. I understand that extensions cannot be approved for delays caused by academic or judicial suspensions or probation.

- \_\_\_\_\_ 8. I understand that extensions cannot be approved for employment such as CPT or on-campus work.
- \_\_\_\_\_ 9. I understand that I cannot extend for financial or personal reasons.
- \_\_\_\_\_ 10. I understand that submissions of forms does not guarantee an extension of my program.
- \_\_\_\_\_ 11. I understand that an appointment with an OISS advisor may be required before my extension is processed, and I am encouraged to meet with an OISS advisor for questions and clarification.
- \_\_\_\_\_ 12. I understand that I have a grace period (60 days for F-1/30 days for J-1) after my degree completion to make final arrangements before departing the USA. During this time I may not study or work.
- \_\_\_\_\_ 13. I understand that I must show proof of health insurance and financial support for the duration of my program.
- \_\_\_\_\_ 14. I understand that failure to extend my program before the current end date will result in the loss of my student visa status.

Printed Name

Signature

Date

For OISS Only

OISS Authorization:  Yes  No Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



# Extension Request Form

## RICE FACULTY ADVISOR FORM

Office of International Students & Scholars

Revised March 3, 2017

This form should be completed and returned to OISS at least 30 days prior to the end date listed on the student's current immigration document together with the Student Form & Statement of Understanding. Incomplete forms will delay the extension process.

### **To be completed by ACADEMIC ADVISOR or FACULTY MEMBER**

**EXTENSION JUSTIFICATION:** Per immigration regulations to qualify for a program extension, the delay in the student's program completion must be "caused by compelling academic or medical reasons." The regulations further state that "delays caused by academic probation or suspension are not acceptable reasons for program extension."

(8 C.F.R. § 214.2(f)(7)(iii)-(iv)/ 4.22 C.F.R. § 62.43)

Some possible examples for compelling academic or medical reasons include:

- 1) Change in major
- 2) Change in research topic
- 3) Unexpected research problems
- 4) Documented illness

The Academic Advisor must (1) specify an expected date of completion of the student's program, and (2) submit a description of compelling valid academic reasons why the program could not be completed within the allotted time.

1) **The new expected date of completion for** \_\_\_\_\_ **is:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Name of student* *Month* *Day* *Year*

*Please note that extensions may not be requested for more than one (1) academic year at a time.*

2) **Please confirm the academic reason and justification for the requested extension:**

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### **SPECIAL NOTES:**

- 1) **A supporting letter and documentation may be requested by OISS, in cases that require additional immigration compliance.**
- 2) **Note: Students with on-campus employment (including RA/TA, etc.) in their final semester must stop work on the end date of their immigration documents (I-20/DS-2019). No program extension will be granted for just extending an RA/TA position.**

I endorse and recommend an extension for this student. I attest that this student has been and continues to be enrolled in a full course of study and is making normal academic progress in their program.

Name of Academic Advisor: \_\_\_\_\_ Academic Advisor Signature: \_\_\_\_\_

Academic Advisor Email: \_\_\_\_\_ Academic Advisor Phone Number: \_\_\_\_\_

### **To be completed by DEPARTMENT COORDINATOR or FACULTY ADVISOR** **(Rice-funded graduate students only)**

Please indicate the above student's current tuition status:  Reduced tuition  Full tuition  Other: \_\_\_\_\_

Is the student receiving a tuition waiver?  Yes  No

Is the student receiving a stipend?  Yes  No

If Yes, please indicate the amount: Stipend/month: \_\_\_\_\_

Please check if stipend is paid:  9 months/year  12 months/year

Department Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Extension: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For OISS Only

OISS Authorization:  Yes  No Approved by: \_\_\_\_\_ Date: \_\_\_\_\_