

If you are in F-1 status, you have been granted permission to stay in the U.S. for "D/S," which stands for "Duration of Status." This means that you have permission to stay in the U.S. until the expiration date on your Form I-20 or the completion of your program of study, whichever comes first, plus a 60-day grace period (plus any authorized period of optional practical training after completion of a program). You must be pursuing a full course of study and making normal progress towards completing the course of study indicated on your Form I-20. If you are not going to be able to finish your program by the end date on your Form I-20, you must apply for an extension of stay in order to remain in lawful status. Extensions may only be authorized if the reason for the delay satisfies the lawful requirements for an extension as set forth in the U.S. immigration regulations.

**TO APPLY FOR AN EXTENSION *SUBMIT THE FOLLOWING TO THE OIS NO SOONER THAN 120 DAYS AND NO LATER THAN 30 DAYS PRIOR TO THE EXPIRATION DATE ON YOUR FORM I-20:***

1. The attached **Academic Advisor's Recommendation Form**.
2. Complete the 'F1 Request Worksheet'.
3. A letter from your Academic Advisor providing detailed information regarding the reason(s) you need more time to complete the program. This letter **must** state that you are continuing to make normal academic progress towards your degree.
4. Evidence of financial support to cover the period requested in the extension. If your source of financial support is JHMI, the completed and signed "F1 Request Worksheet" will satisfy this requirement. If any or all of your funding comes from outside JHMI you must submit the completed "F1 Request Worksheet" and attach the appropriate financial documentation (i.e. recent bank statement, award letter from sponsoring organization, etc...)
5. If you have dependents in F-2 status, you must complete the attached **Dependent Information Form**.

Once OIS has received these items, we will review your case to determine whether or not you meet the lawful eligibility requirements for an extension of your Form I-20. If you meet all lawful requirements, the OIS will issue you a new Form I-20 with a new program completion date/expiration date. You will be asked to come to the OIS to process the new I-20 form. The new Form I-20 replaces all previous Forms I-20 and becomes your current, valid, lawful document. Please note that you should always **KEEP** all old Forms I-20, because the U.S. Citizenship & Immigration Services (USCIS) requires copies of previous documents when processing applications for certain benefits, such as Optional Practical Training or a change of status. You should keep all previous Forms I-20 in a safe and secure location.

**\*\*\*The extension process must be completed *prior to* the expiration date on your current Form I-20. If you do not submit a complete extension packet to OIS prior to the expiration date on your current Form I-20, you will lose your F-1 status. Please plan ahead and submit your extension request at least 30 days prior to the expiration date on your current document!\*\*\***

*Additional Information:*

*In addition to extending your Form I-20, you may also wish to extend your visa (the stamp in the passport), but this is not required to remain lawfully in the U.S. Visas only need to be valid when you are entering the U.S.; they do not have to be valid for your entire period of stay inside the U.S. **It is the Form I-20 that must always be valid while you are in the U.S.** If you elect to extend your visa, please be aware that you can only do this outside of the United States at a U.S. Embassy or Consulate. F-1 visas are not renewable within the United States.*

# ACADEMIC ADVISOR'S RECOMMENDATION FORM

**Academic Advisor:**

This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the U.S. Citizenship & Immigration Services (USCIS). Its completion is needed for an international student in F-1 status to apply for an extension of the time limitation placed upon the student's current program of study. Please complete this form in full and attach a **detailed** letter explaining why more time is needed. [See #2 on the previous page.]

**Student's Name:** \_\_\_\_\_

**Degree Program** (please circle): **Master's** **Doctoral** **Other**

**A. Academic History:**

Total Number of credits required for degree: \_\_\_\_\_ For course work: \_\_\_\_\_

Number of credits for thesis/dissertation: \_\_\_\_\_

Describe any additional requirements: \_\_\_\_\_

Total credits earned to date: (Course work: Thesis/Dissertation: ) \_\_\_\_\_

**B. Current Status:**

1. I anticipate that this student will complete all degree requirements for the current program of study on or about: \_\_\_\_\_ [mm/dd/yyyy]

2. This student has not yet completed the current program of study due to (please check all reasons that apply):

- Delays caused by a change in major field of study (*see attached detailed letter*)
- Delays caused by a change in research topic (*see attached detailed letter*)
- Delays caused by unexpected research problems (*see attached detailed letter*)
- Other (*see attached detailed letter*)

**C. Tuition Estimate:**

All internationals are required to show proof of financial support for the duration of their extension. Please provide an estimate of the students expected tuition and fees *for the duration of the requested extension period.*

<b>Tuition</b>
<b>Living Expenses</b>

***"I therefore recommend that this student be allowed additional time to complete studies."***

Advisor's Name (print): \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

*mm/dd/yyyy*