

REQUIREMENTS FOR PROGRAM EXTENSION

If you require more time to complete your program of studies than indicated on Form I-20, you must meet the following criteria:

- Apply for an extension prior to the program end date listed on form I-20. Submit the application at least 90 days prior to the end date.
- Have continually maintained F-1 student status
- Provide financial support documentation showing funding for the during of extension

INSTRUCTIONS

Submit the following documents to International Services at least 90 days **prior to** the expiration date on your Form I-20:

- Complete the attached *Program Extension Request Form*
 - Part A: To be completed by student
 - Part B: To be completed by the student's Academic Advisor
 - Part C: To be completed by student's sponsor (if applicable)
- Once the *Program Extension Request Form* is completed by you, your sponsor (if applicable) and your academic advisor, submit it to International Services with the following financial documents showing funding for the duration of your extension:
 - Current bank statement, showing enough funds to support your expenses (and that of your dependents, if any) for the duration of your extension. Expenses include tuition and fees, living expenses, and miscellaneous expenses.
 - An updated graduate assistantship letter, if applicable.

Listed below are approximate expenses for one academic year. Based on the number of extra semesters required to complete your studies submit bank statement showing enough funds

	<u>Undergraduate</u> Living On-campus	<u>Undergraduate</u> Living Off-campus	<u>Graduate</u> Living On-campus	<u>Graduate</u> Living Off-campus	<u>Doctorate</u> Living On-campus	<u>Doctorate</u> Living Off-campus
* Average Tuition & Fees	\$ 18,000	\$ 18,000	\$ 17,000	\$ 17,000	\$ 15,000	\$ 15,000
Average Room & Board	\$ 10,000	\$ 8,000	\$ 10,000	\$ 8,000	\$ 10,000	\$ 8,000
Books and Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
TOTAL ESTIMATE	\$ 29,000	\$ 27,000	\$ 28,000	\$ 26,000	\$ 26,000	\$ 24,000

* *Tuition increases may occur after this publication*



PROGRAM EXTENSION FOR F-1 STUDENTS

INTERNATIONAL SERVICES
GLOBAL EDUCATION CENTER

PART A: To Be Completed by Student

Name: _____
Last Name *First Name*

Immigration Status: F-1 J-1 Current end date of I-20 or DS-2019: _____

If you need an I-20 for your dependents, check the appropriate box (es): Spouse Children how many? _____

Student Signature: _____ Date: _____ Student ID#: _____

PART B: To Be Completed by Student's Academic Advisor

The completion of this form by you is required for an international student in F-1 status to apply for an extension of the student's program of study as indicated by the completion date on the student's Form I-20. Please complete this form in full and return it to the student. If you have any questions, please contact an International Student Advisor. Thank you for your cooperation.

Degree pursuing: Bachelor's Master's Doctoral Certificate No. of credits left to complete program: _____

I anticipate that this student will complete all requirements for the current program of study on or about: _____
mm/dd/yyyy

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

- _____ Delays caused by a change of major
- _____ Delays caused by a change in research topic
- _____ Delays caused by unexpected research problem
- _____ Delays caused by lost credits upon transfer to our school
- _____ Delays caused by incompleteness of thesis
- _____ Other

Please provide an explanation for each reason checked above: _____

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

Advisor's Name & Title

Advisor's Signature

Department

Telephone

Date

PART C: To Be Completed by Student's Sponsor (if applicable)

I, _____ here by certify that I will support the above named student with his/her expenses for
First Name, Last Name

every year of study at Montclair State University. I have attached a bank statement/letter to prove that the promised resources are available.

Signature of Sponsor: _____ Date: _____

To be completed by Notary Public:

Subscribed and sworn to before me this ____ day of ____ At ____ My commission expires on ____

Signature of Notary/Public Official _____

Affix Seal/Stamp here: