

DEFINITION

According to 8 C.F.R. § 214.2(f)(7)(i) of the Code of Federal Regulations, "...An F-1 student who is currently maintaining status and making normal progress toward completing his or her educational objective, but who is unable to complete his or her course of study by the program end date on the Form I-20, must apply prior to the program end date for a program extension pursuant to paragraph (f)(7)(iii) of this section."

ELIGIBILITY

A student is eligible for a program extension under these circumstances:

- 1) The delay in program completion must be caused by "compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses." [8 CFR § 214.2(f)(7)(iii)]
- 2) The extension must be approved by an international student adviser at the Office of Global Initiatives.
- 3) The delay in program completion cannot be caused by academic probation or suspension.

The student **cannot under any circumstances** receive a program extension if s/he applies after his or her I-20 program end date. If a student thinks s/he may not pass a class or have a high enough GPA to graduate, it is advisable to apply for a program extension just in case s/he cannot finish in time.

Students who fail to apply for extension in a timely manner will have to leave the U.S. or apply for reinstatement with USCIS in order to try to regain status.

APPLYING FOR AN EXTENSION

In order to apply for an extension, students must provide the following documentation to the international adviser at the Office of Global Initiatives:

- 1) Program Extension Form
- 2) International Student Financial Statement Form
- 3) Proof of financial capability (bank statements, scholarship letter, etc., to cover the costs for one year or half year)

Once these documents are received and reviewed you will receive a new extended I-20. Please allow up to 7 business days for processing.

All students requesting an I-20 extension must fill out this form.

PERSONAL INFORMATION (to be filled out by the student)

Name: _____ ID#: _____

Email: _____@njit.edu Major: _____ Today's Date: _____

Academic level: _____ Bachelor's _____ Master's _____ Doctorate CGPA: _____

ACADEMIC INFORMATION (to be filled out by the academic adviser)

Number of credits completed: _____ New expected program completion date: _____

Reason for Delay (check only one):

___ Change of major – new major: _____

___ Change in research topic

___ Unexpected research problems

___ Documented medical reason (attached documentation)

___ Other compelling academic reason: _____

Advisors are required to provide a letter, on official NJIT letterhead, explaining the reason for the extension. The reason must be directly related to the program at NJIT. Explain in detail why the delay occurred and how it impacted the progress of the student's work. Please note that extension of TA/RA assignments and waiting to publish work **are not** valid reasons for an extension. Advisors must sign the letter and submit it with this form.

PhD students only

PhD program start date: _____

Did you register for the following semester? ___ YES, course(s) number: _____ ___ NO

Required for all levels (undergraduate and graduate):

Student Name Signature Date

(UG and MS only) Academic Adviser Name Signature Date

(PhD Only) Program Director Name Signature Date

(PhD only) Dissertation Adviser Name Signature Date

GLOBAL INITIATIVES ONLY

Received on _____ by _____ Banner entered on _____ by _____