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Updating Your I-20 or DS-2019 Form For Program Extension

If you are unable to complete your program of study by the estimated completion of studies date listed on your most recent I-20/DS-2019 form (item #5 on I-20 and item #3 on Carnegie Mellon-issued DS-2019s), you must request and receive a new document from the Office of International Education (OIE) prior to expiration of your current document. Failure to comply with deadlines may result in the loss of legal F-1 or J-1 student status. If you have questions about your immigration status, contact your OIE advisor.

Conditions and Limitations

1. You may apply for an extension to your program if:
 - a. The expected completion of studies date on your I-20/DS-2019 has not passed, and
 - b. You are currently in lawful F-1 or J-1 status, and
 - c. The delay in completing program requirements has been caused by compelling academic reasons (such as changes of major field or research topics, or unexpected research problems), or compelling and documented medical reasons. **Delays caused by failing or dropping classes, academic probation or suspension are not allowable reasons for extension of a program of study.**
2. You must apply for an extension prior to the end date on your I-20/DS-2019. Submit this request at least 30 days before this date to allow for ample time to complete your request.
3. OIE will not accept extension requests that are more than 60 days before your completion date.
4. Allow one week for the production of a new I-20/DS-2019 following the submission of **complete paperwork**. See instructions below for an explanation of what to submit to OIE.

If you do not meet the requirements for an extension listed above, you may need to apply for reinstatement to lawful F-1 or J-1 status. In this case, immediate consultation with your OIE advisor is necessary.

Application Process

Provided you meet all the requirements, your OIE advisor will authorize the extension. To apply, follow the steps below.

STEP 1: Be Informed. Read this handout thoroughly and carefully.

STEP 2: Receive your Advisor's Recommendation. Have your advisor complete the "Academic Advisor's Recommendation for Extension of Program of Study."

STEP 3: Obtain Proof of Financial Support. Submit proof of financial support to cover the remainder of time you will need to complete your program and for any dependents, including tuition and living expenses.

- a. For department funding, you may use the "Verification of Financial Support" form or a letter on department letterhead that describes the amount and duration of the support.
- b. If you are funded by another source, submit a letter of support from your sponsor with original supporting financial documents, such as bank letters showing that the funds are available. Consult the OIE website for current expense estimates: <http://www.studentaffairs.cmu.edu/oie/forstu/coming.html>

STEP 4: Process the Extension with OIE

Submit the **completed request with all supporting documents** to OIE. OIE will generate a new I-20/DS-2019 with travel signature for you and your dependents, if applicable. You must keep this and all previous copies of your I-20s/DS-2019. Carry them with you when you travel. You will need to submit copies of them when you apply for any future immigration benefits such as Optional Practical Training.

Other Important Information

1. It is your responsibility to comply with all immigration regulations which apply to F-1/J-1 students.
2. Failure to meet your responsibilities may result in the loss of eligibility to apply for benefits provided to nonimmigrant students. For example, you may not be eligible for any type of employment (even on-campus employment through a scholarship, fellowship or assistantship) or to apply for school transfer, practical/academic training or other benefits if you do not file for an extension before your document expires.



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Academic Advisor's Recommendation for Extension of Program of Study

Student: Please complete the following information, and then give this form to your Academic Advisor.

Student name: _____ Andrew ID /CMU email address: _____
 Address (as in SIO): _____
 Academic program/degree: _____
 Date of Expiration on I-20/DS-2019 form: _____ Original length of program: _____
 When will you next travel outside the US? _____
 Passport Expiration Date: _____ Visa expiration date: _____

Check here to request a new OIE Verification Letter for PA driver's license renewal.

Academic Advisor: Immigration regulations require specific information for a student in F-1 or J-1 status to be granted an extension of the time limitation placed upon the student's current program of study. Questions can be directed to OIE (contact information above).

1. Has this student been continuously enrolled for a full course of study?
 _____ Yes _____ No
2. This student will complete requirements for his/her current program on or about: ____/____/____ (mm/dd/yy)
3. This student has not yet completed the current program of study due to: **(please check all reasons that apply)**.
Note: the reasons listed below are the only ones allowable under current regulations. "Other" is provided for advisors to describe compelling academic reasons that require a student to extend, but OIE may not be able to extend a student's I-20 or DS-2019 if no regulatory basis can be found.

- _____ Delay caused by a change in major field of study.
- _____ Delay caused by a change in research topic.
- _____ Delay caused by lost credits upon transfer to our school.
- _____ Delay caused by unexpected research problems.
- _____ Delay caused by documented illness(es). Please provide documentation if not already on file at OIE.
- _____ Other (please explain): _____

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

Academic advisor's signature: _____
 Name and title: _____
 Department: _____ Date: _____

Upon receipt of a complete request, your I-20/DS-2019 will be ready for pick-up at the front desk of OIE in 5 business days.



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Verification of Academic Program Expenses and/or Financial Support

Student: Complete the following information, and then give this form to the appropriate person in your academic department. If you are not funded by your department, you must provide a letter of support from your sponsor, as well as ORIGINAL supporting financial documents not more than 6 months old.

Student Name (please print): _____

Andrew ID: _____

Academic Department: Complete the information for the student named above (**required**)

Academic department: _____

Academic program and degree: _____

Anticipated program completion date: _____

Cost of tuition: \$_____ per semester check here if ABD tuition

 Name of Department Personnel (please print) Phone Number or Email Address

 Signature of Department Personnel Date

IF FUNDED BY THE ACADEMIC DEPARTMENT: Complete the **Financial Support Verification** information below to indicate the amount of financial support being provided by the department for the student named above.

Departmental Support begins on: _____

Amount of tuition support being provided: \$_____

Amount of monthly stipend: \$_____ 9 months 12 months Other _____

 Name of Department Personnel (please print) Phone Number or Email Address

 Signature of Department Personnel Date