

# I-20 EXTENSION

## APPLICATION INSTRUCTIONS

**ELIGIBILITY:** If an F-1 student needs to remain in an educational program beyond the date originally estimated for completion of the program, the student must apply for a program extension. This application must be made in advance of the completion date on the original I-20. An F-1 student is eligible for program extension if he or she has (1) continually maintained full-time status and (2) the delay in completion is caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation, suspension or academic dishonesty are not acceptable reasons for a program extension. If a student does not complete the program within the time indicated on the I-20, and does not meet the eligibility criteria for a program extension, the student is considered out of status and must apply for reinstatement to student status.

**APPLICATION:** 7-10 days are required for processing of an I-20 extension application. Submit your I-20 extension request during your last semester according to the dates on your I-20, in advance of the program end date. For example, if your I-20 expires in December 2021, you may submit your request at any time during the Fall 2021 term. You may request an extension for the summer term, one semester or for a maximum of one year depending on your academic circumstances.

Please note, this is a two step process so that personal information such as financial or medical information can be kept confidential between you as the student, and our office.

### ➤ **STEP 1 – Complete the I-20 Extension Request Form**

#### a) ***Your reason for requesting an I-20 Student Request Form Extension***

- *Academic and/or Medical Reasons for the extension*

#### b) ***Financial documentation for the period of the I-20 extension.***

- Documentation must meet or exceed Estimate of Expenses at NDSU, and be a good quality image or PDF file, in color. You should upload your documentation to the form so have it ready before you start your form.
  - To calculate the amount of financial support needed, see our website for Estimates of Expenses: <https://www.ndsu.edu/international/apply/cost/>
  - Other notes: If you have dependents, be sure to show additional funds: \$8,500 for a spouse and \$3,500 each child annually.

#### c) **If you are ready to start the request form, click [HERE](#).** After you have completed this form, continue to Step 2, below.

### ● **STEP 2 – Send a separate ‘I-20 Extension Approval Form’ to your academic department**

- a) **Begin the departmental form [here](#), by entering your name/email and your academic advisor’s name/email.** You will then be asked to provide your I-20 expiration date, and the date of the requested extension.
- b) Your academic advisor/department chair will be asked to indicate your program completion date. *If you are a graduate student, your department will also need to complete a section regarding verification of funding information*
- c) They will complete the form, and you will receive a notification from DocuSign when it has been completed.