

I-20 Program Extension

Ph: 512-245-7966, Email: international@txstate.edu
www.international.txstate.edu

Regulation 8 CFR 214.2(f)(7)(i): 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.** The delay in completion must be "**caused by compelling academic or medical reasons**, such as changes of major or research topics, unexpected research problems, or documented illnesses".

If a student fails to apply for an extension before the I-20 end date, then the student may be considered out of status. If the student is out of status, the student must either apply for reinstatement or exit the U.S. and apply for a new I-20.

I-20 Program Extension Procedures:

1. Student schedules an appointment with DSO to discuss program extension eligibility. Call ISSS at 512-245-7966.
2. With DSO recommendation the student schedules a meeting with Academic or Faculty Advisor to discuss the delay in completion.
 - a. Student requests Advisor to 1) complete the **I-20 Program Extension Form** and 2) provide **documentation** that supports the program extension.
3. Student completes the **I-20 Program Extension Form** and gathers **supporting documentation** to submit online using the **I-20 Program Extension Portal**: <https://www.international.txstate.edu/forms/I20-Program-Extension-Form.html>.
4. A DSO will review the program extension request and, if approved, the student will receive a new I-20 with an extended I-20 program end date. Please allow us 3 to 5 business days to process your request.

Supporting Documentation Requirements:

- **Academic reason** – Academic supporting documentation must address the following:
 - *Academic or Faculty Advisor* must provide documentation that describes
 1. **The compelling and valid academic reasons why the student's program could not be completed within the allotted time and**
 2. **Specify an expected date of completion of the student's program.**
 - *Thesis/Dissertation students* must submit a **Research Timeline** indicating progress thus far and work needed until completion.
 - *Non-Thesis/Dissertation and Undergraduate students* must provide a **Graduation Plan Course Schedule** showing courses remaining until completion.
- **Medical reason** – Provide a signed letter from a medical professional that substantiates an illness or medical condition.

Invalid Reasons to Request an I-20 Program Extension:

- Delays caused by academic probation or suspension are not acceptable reasons for program extension.
- To enroll in extra courses or repeat the same course for personal interest or to improve one's GPA
- To finish pending coursework for an incomplete grade
- To engage in non-required Curricular Practical Training (CPT)

Are you requesting a second or third program extension?

- A second I-20 Program Extension requires authorization from the Department Chair
- A third I-20 Program Extensions require authorization from the College Dean

ISSS Use Only
 Received by: _____ on _____
 Approved by: _____ on _____
 Address Change: Yes / No
 SEVIS Reportable: Yes / No
 Contacted: _____

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The Department of Homeland Security (DHS) requires documentation that certifies the authenticity that a delay in completion is caused by compelling academic or medical reasons.

This form must be submitted with supporting documentation (see previous page for details).

To Be Completed by the Student	
Full Name: _____	Student ID#: _____
Academic Level: (circle one) undergraduate / graduate / TSIE	Phone: _____ Email: _____
Local Address: _____	
<i>Street</i>	<i>Apt number #</i> <i>City</i> <i>State</i> <i>Zip</i>
Current I-20 program end date (MM/DD/YYYY): _____	
This program extension request is my <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third	
If Academic – I understand that I must submit a Research Timeline or Graduation Plan course schedule . <input type="checkbox"/>	
If Academic – I understand that I must submit a Statement from my academic or faculty advisor . <input type="checkbox"/>	
If Medical – I understand that I must submit a Signed letter from a medical professional . <input type="checkbox"/>	
Student Signature: _____	Date: _____

To Be Completed by Academic or Faculty Advisor
<i>A delay caused by academic probation or suspension are not acceptable reasons for a program extension.</i>
The student's delay in completion is caused by:
<input type="checkbox"/> A Change of Major <input type="checkbox"/> A Change in Thesis/Dissertation Topic <input type="checkbox"/> Unexpected Research Problems
<input type="checkbox"/> Extensive background requirements or prerequisite courses including TSIE (intensive English courses)
<input type="checkbox"/> Documented medical illness (supporting documentation from a medical professional is required)
I expect this student will complete the program on _____
Month Day Year
I hereby recommend that this student be allowed additional time to complete the program.
Advisor's Signature: _____ Phone Number: _____ Date: _____
Printed Name: _____ Title: _____ Email: _____

A Second or Third Program Extension Request requires further authorization
A SECOND program extension must be authorized by the Department Chair
Printed Name: _____ Date: _____
Department Chair Signature: _____ Email: _____
A THIRD program extension must be authorized by the College Dean
Printed Name: _____ Date: _____
College Dean Signature: _____ Email: _____

This form must be completed in its entirety otherwise the program extension request will not be processed.

Form must be submitted on the online I-20 Program Extension Portal:
<https://www.international.txstate.edu/forms/I20-Program-Extension-Form.html>