

# F-1/J-1 Student Request for Program Extension



EMORY  
UNIVERSITY

## International Student and Scholar Programs

North Decatur Building Suite 130 • Emory University • Atlanta, GA 30322  
Tel: (404) 727-3300 • Fax: (404) 727-0830 • [issp@emory.edu](mailto:issp@emory.edu)  
<http://www.emory.edu/ISSP>

## Academic Advisor's Form for Program Extension

Student's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Emory ID# \_\_\_\_\_ Major \_\_\_\_\_ Degree Sought \_\_\_\_\_

Original Completion Date on I-20/DS2019 \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_  
Month / Day / Year

**Academic Advisor:** This form is provided for your convenience and is designed to communicate required regulations of the Department of Homeland Security (DHS). Its completion is needed for an international student in F-1 or J-1 status to apply for an extension of the time limitation placed upon the student's current program of study.

An F-1 or J-1 student who is unable to meet the program completion date on the I-20/DS2019 form may be granted a program extension by the school, if the Designated School Official or Alternate Responsible Officer (International Student Advisor at ISSP) certifies that the student has continually maintained status and that the delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illness. Delays caused by academic probation or suspension are not acceptable reasons for program extension.

If you have any questions, please contact an international student advisor in the Office of International Student and Scholar Programs (ISSP) at 404-727-3300. Thank you for your assistance.

I. I anticipate that this student will complete all requirements for the current program of study on: \_\_\_\_\_  
Month / Day / Year

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

- Delays caused by a change in major field of study
- Delays caused by a change in research topic
- Delays caused by unexpected research problems
- Delays caused by lost credits upon transfer to our school
- Other (please explain): \_\_\_\_\_

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

Academic Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Name and title (please print) \_\_\_\_\_

Department (please print) \_\_\_\_\_ School \_\_\_\_\_

**Student:** Please attach a **photocopy** of your **current I-20** (pages 1 & 3) /**DS-2019** (page 1) and **I-94** (front & back), and **proof of financial support** of your education for one academic year. The amount of support should be equivalent to the current financial certificate for your school. Financial certificates are updated each year. Therefore, email [issp@emory.edu](mailto:issp@emory.edu) to be sent the current form. If you are receiving funding from your school, you must have a letter stating the amount and duration, differentiating the amount for tuition and stipend. If you are not receiving funding from your school to cover all expenses, you would need to fill out an updated financial certificate and include an official letter from your/your sponsor's financial institution verifying that you/your sponsor have sufficient funds to cover your expenses. Your sponsor will need to sign a section of the financial certificate confirming their agreement to sponsor you. Funds from CPT or AT cannot be used to document financial support. **J-1 students need to provide a copy of proof of insurance.** If this information is in a language other than English, an official translation, in English, must be provided to ISSP.