

## **APPLICATION FOR EXTENSION OF I-20**

**Applications for extension of the I-20 form must be filed with the Office of International Services (OIS) no later than 30 days prior to the expiration date of the document.** If your I-20 is about to expire and you have not completed your program, you must make an appointment with a Designated School Official at the OIS in order to apply for an extension. The expiration date of your I-20 can be found in section 5 of the document.

### **Eligibility Criteria**

To qualify for an extension of the form I-20, you must meet the following criteria:

- You must have registered and completed a full course of studies every semester
- You must apply for the extension prior to the completion date listed on your current I-20
- You must have sufficient funding to cover your tuition and living expenses for the requested extension
- You must have compelling and unavoidable academic or medical reasons for needing an extension to complete your program. These reasons may include:
  - Changes of major or research topics
  - unexpected research problems
  - documented illness

You are not eligible for an extension of program if:

- The expiration date on your form I-20 has passed
- You have not been registered full-time every semester
- You have engaged in unauthorized employment in the U.S.
- The reason for the extension is based on incompletes or withdrawals
- You needed an extension due to academic probation or dismissal from UMDNJ

### **Application Procedure**

To apply for an extension of program you must provide the OIS with the following documentation:

- Current form I-20
- Photocopies of visa and I-94 card
- Proof of financial support. You must be able to demonstrate that the funds are available to cover your extended stay in the U.S. Documentation may be submitted in the form of employment letters, tax return forms, pay stubs, etc. This information may not be more than six months old
- Photocopy of valid passport
- Letter from academic advisor, program director or registrar indicating the following:
  - your name and student ID number
  - anticipated completion date (specify month, day and year)
  - detailed explanation as to why you are unable to complete your degree on time and need an extension

Once you submit this documentation, an international student adviser will review your application and a new I-20 will be issued. Please inform the OIS if you plan on traveling outside the United States. If you do not qualify for an extension of program, you will need to apply for a re-instatement of status. You must see a Designated School Official to discuss your options.