

PROGRAM EXTENSION (F-1)

Background Information

You have been admitted to the U.S. for “duration of status,” which is defined as:

1. the time during which you are pursuing a full course of study and making normal progress toward completing that course plus,
2. the time you may be working in authorized “practical training” upon completion of your course of study.

Immigration grants duration of status to F-1 students by entering the notation “DS” on the I-94 arrival departure record or an I-797 approval notice upon change to F-1 status.

Eligibility

If you are unable to complete your program of study by the date of completion indicated on your form I-20, you may be eligible to apply for a program extension. Acceptable delays include situations caused by compelling academic or medical reasons such as changes of major or research topics, unexpected research problems, or documented illnesses. In general, you must be in good academic and immigration standing.

You are not eligible to apply for program extension if:

1. the delay was caused by academic probation or suspension;
2. the completion date on your form I-20 has expired;
3. you have not maintained valid F-1 status; or
4. you do not otherwise meet the eligibility requirements stated above.

If you are not eligible to apply for a program extension, immigration considers you out of status. Therefore, you must make an application to the USCIS for reinstatement to F-1 student status. Contact the International Education Center (IEC) for information on applying for reinstatement.

Application Procedures

You may apply for an extension at any time before the date of completion on your I-20 form. If you plan to travel outside the United States, then you must also apply for a program extension prior to your departure.

To apply for a program extension, you must meet with a Student Success Coach (advising coach) to discuss your academic plan and to determine your expected date of completion.

Provide the IEC with the following documents:

1. Complete the [Request for an I-20 Form](http://www.brookdalecc.edu/international) found at www.brookdalecc.edu/international; and
2. Submit evidence of financial support for the duration of the proposed extension (up to 12 months). Upload your financial documents securely at <https://contentportal.brookdalecc.edu/xfp/form/19>, you will need to log on with your NetID and password.

An IEC staff member will:

1. Verify your eligibility to apply for program extension;
2. If eligible, update the Student and Exchange Visitor Information System (SEVIS), and prepare a new form I- 20 indicating a new completion date; and
3. Give you your new I-20 form.

NOTE: If you will be departing the U.S., you must present form I-20 at a U.S. Embassy or Consular office to apply for a visa, if needed. You must also present the new form I-20 to the immigration officer at the port of entry.