I-20 Extension

The I-20 extension is intended for an F-1 student who is not able to complete all of their degree requirements for graduation by the program end date as listed on item #5 of their I-20. You may request an extension in order to obtain more time for completion of your degree. Please read below for instructions on how to submit the request. You will receive an email to inform you when the I-20 extension has been processed.

I-20 Extension Eligibility

- You must have maintained legal status
- The extension must be supported by either compelling academic or medical reasons
- The application for your extension must be submitted at least 90 days prior to the expiration of your current I-20
- Extensions are granted for a maximum of one year at a time. If any additional time is needed another request will need to be submitted at a future date.
- F-2 dependent extensions are granted at the same time as the extension for the primary F-1 holder

Required Information for Request

- I-20 Extension Request form, signed by you
- Academic Advisor’s Recommendation for Extension, signed by your Academic Advisor
- Copy of Passport, Visa, and I-94 card
- Proof of Financial Support, documents issued within the last six months
I-20 Extension Request

Please complete the following form and return
You will receive an email when the form has been processed
Your new I-20 will be mailed to the address provided

Family Name  First Name  Samford ID
Email  Major  Degree Level
Mailing Address  Phone Number

Current I-20 Expiration Date: ________________________________

Please Note:
• Your I-20 will only be extended within the 90 days prior to the current expiration date. The ONLY exception to this is if you are leaving the country to renew your F-1 or F-2 visa prior to the 90 days. Should you be doing this you must provide a copy of your flight itinerary with your I-20 extension request.
• Your I-20 will only be extended for a period of up to one year, or as recommended by your academic advisor, whichever is less.

In order to process your I-20 extension, please provide the following;
• I-20 Extension Request Form
• Academic Advisor’s Recommendation for Extension, signed by your Academic Advisor
• Proof of Financial Support, REQUIRED. Please refer to the specific cost for your academic program:
  o 1 semester  ____________________
  o 2 semesters  ____________________

Please check and provide the funding information, which applies to you. The funding letter must be less than one-year old.

☐ Personal and/or Family: Banking statement with name of sponsor, date, amount and type of currency required
☐ Government Sponsor: A copy of the signed letter certifying sponsorship required. The letter must list what is covered which should include the amount of the monthly stipend and the type of visa required
☐ Samford University Scholarship: A copy of your awards letter is required
☐ Other: ________________________________  Provide signed certification.

________________________________________  ________________
Student’s Signature  Date

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Academic Advisor’s Recommendation For Extension
Request for Extension of a Program of Study

__________________________
Date

__________________________
Samford ID

__________________________
E-Mail

__________________________
Family Name

__________________________
First Name

__________________________
Telephone Number

For Advisor to Complete

This form is provided for your convenience and is designed to facilitate the communication of certain information required by Federal regulations of the USCIS. The international student listed wishes to apply for an extension of the time allocated for completion of their studies. Please complete and return to the student’s International Student Advisor.

1. Student’s Major: __________________________ Degree Level: __________________________
   Total number of credits required for degree: __________________________
   Remaining number of credits not yet completed: __________________________

2. Student is expected to complete program of study in ______________ Semester/Year
   Please note: We are only able to extend the I-20 for up to one year beyond current program end date for each extension request.

3. Is the student making normal academic progress towards degree?  [ ] Yes  [ ] No

4. Do you recommend this student be given additional time to continue his/her studies?  [ ] Yes  [ ] No

5. This student has not yet complete their academic program due to (check all that apply):
   [ ] Delay caused by a change in major field of study
   [ ] Delay caused by a change in research topic
   [ ] Delay caused by an unexpected research problem(s)
   [ ] Delay caused by lost credits in the transfer to our school
   [ ] Original length of time given to complete studies was not reasonable for an average student in this program
   [ ] Other; please explain: ________________________________________________________________

__________________________
Academic Advisor or Department Head’s Signature

__________________________
Date

__________________________
Print Name

__________________________
Title

__________________________
E-mail Address

__________________________
Telephone

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