

## Extension of Program Request

**NOTE TO STUDENT:** If you know that you will not be able to finish your academic program by the "complete" date on the I-20 (Item #5) or the "to" date on the DS-2019 (Item #3) you must apply for an Extension of Program **a minimum of 30 days in advance of the expiration date** on the I-20 or DS-2019 form. **If you are requesting a 2<sup>nd</sup> Program Extension, it must be accompanied by a recommendation from your college Dean explaining the academic purpose for the extension. A revised Program of Study and expected graduation date must also be included.**

\* denotes **Required Field**

NAME:     
(Family Name) \* (First Name) \* (Middle Name)

Date of Birth: \*  Country of Birth/Citizenship: \*

Phone No \*  WSU-email-address: \*

STATE REASON(s) below why you must extend your program "completion" date. Please explain why more time is needed, for example, extensive leave of absences from the program (through illness or for other reasons), or change of major necessitating the need to take more classes, or unforeseen research problems requiring an extension of time for thesis, etc. \*

Please identify a new expected date of program completion. \*

\* Normally this date will coincide with the end of an academic quarter except in the case where a Masters or Doctoral student (who has otherwise completed all course requirements) is expected to defend and complete thesis requirements early in a particular academic quarter - in this case the *earlier date of completion should be specified*.

***My signature below indicates both my certification of the accuracy of the above information and my acknowledgement that no CPT employment is permitted during the period covered by my requested extension of program.***

Student Signature: \_\_\_\_\_ Date:

***Please attach the following documents to support your request for program extension:***

1. Proof of financial ability to pay for tuition **and** living expenses for the duration of the requested extension period. Use the attached WSU "Financial Statement Form" as a frame of reference to be supplied with corresponding bank statements, etc. If you are extending for a period less than a year, you must supply financial evidence corresponding to the percentage of time of your request. The annual figures on the attached form can be reduced by the corresponding fraction of a year represented by your request.
2. Copy of approved "Program of Study" from your academic department showing the courses you will complete in future academic quarters to meet your degree or program requirements.
3. Written statement from academic (or faculty) adviser which concurs with the reasons for extension which you have supplied above. The academic (or faculty) adviser **must also concur with the new expected "completion date" identified by the student above** if the reasons identified above include a medical problem or illness, then a copy of a medical doctor's statement must also be attached.

**Please complete and return this form and required documentation to:** WSU - UCIE Office,  
Wright State University, Room# E190 Student Union Bldg., 3640 Col. Glenn Hwy., Dayton,  
OH 45435-0001