EXTENSION OF PROGRAM OF STUDY FOR F-1/J-1 NON-IMMIGRANT STUDENT

When an international student on an F-1 or J-1 visa is issued an I-20 or DS-2019 it is for a specific period of time – usually the average time it takes for a student to complete his or her academic program. However, for a variety of reasons, it sometimes takes students longer to finish their programs than previously expected. The United States Citizenship and Immigration Services (USCIS) allows for this possibility by giving international students the opportunity to extend the end date on their I-20s/DS-2019s in order to remain in the United States and complete their programs.

Students who are nearing the end date on their I-20s (“Program End Date” under “Program of Study”) or their DS-2019s (box #3) may apply for an extension prior to that end date. Failure to apply prior to the I-20/DS-2019 end date will result in the student being “out of status” and potentially having to face serious immigration problems.

To apply for an extension, a student MUST provide:

- A legitimate academic reason why the extension is necessary (verified by the academic advisor)
- The agreement of the academic department (the Advisor’s Recommendation Form)
- Proof of funding necessary to support the student during their extended stay. May be in the form of:
  - Departmental support/graduate assistantship (the department must provide a letter of support, check the box on the Advisor’s Recommendation Form, and provide the necessary dollar amounts)
  - Student’s personal funds (please provide a bank statement no more than 2 months old)
  - Student’s family funds (please provide a signed affidavit of support and family member’s bank statement no more than 2 months old)
- Photocopy of most recent I-20/DS-2019

Please note: I-20 and DS-2019 extensions are limited to a maximum of one year at a time by SEVIS. Extension requests of more than one year in length will automatically be shortened to the one year maximum. Any further extensions will need to be applied for at a later date.
**ADVISOR’S RECOMMENDATION FOR EXTENSION OF STAY FOR F-1/J-1 INTERNATIONAL STUDENT**

*To be completed by the Student:*

Name of Student: ____________________________, ____________________________

Family name       Given name

Student ID #: ___________________       Field of Study: ____________________________

Level of Study:       Bachelor’s       Master’s       Doctoral
(Please circle one)

*To be completed by the Academic Advisor:*

After reviewing the student’s academic record, I expect that he/she will complete all requirements for this program on or about: _______ _______ _______

Month       Day       Year

The student named above has not yet completed the current program of study for the following reasons:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

I, therefore, recommend that the student be granted the additional time to complete the program of study. (Check box below and fill in amounts, if applicable.)

☐ The student is expected to receive financial assistance which provides a stipend of ____________ and/or a tuition scholarship for ______ credits for the period of extension. (Attach an award letter.)

__________________________________________________________
Advisor’s Name, Title, Academic Department

__________________________________________________________
Advisor’s Telephone Number                   Advisor’s Signature and Date

__________________________________________________________
Department Chair’s Name                   Department Chair’s Signature and Date
REQUEST FOR I-20/DS-2019 FORM

Please complete the following information and return this form with a copy of your current I-20/DS-2019 and financial documentation to ISSS. After the submission of your complete application, the new I-20/DS-2019 will be ready for you within 5-7 business days in the ISSS mail slots. If you have any questions, please contact us:

Phone: 518-591-8189   Fax: 518-591-8171   E-mail: isss@albany.edu

NAME: _________________________, __________________ Date of birth: _____ _____ ______

Family Name                         Given Name                         mm dd yyyy

STUDENT ID #: _________________________    SEVIS ID #: N00

(Checked on the upper right corner if page 1 of your I-20/DS-2019)

COUNTRY OF BIRTH: ____________________    COUNTRY OF CITIZENSHIP: _________________

ADDRESS IN HOME COUNTRY:

_______________________________________
_______________________________________
_______________________________________

ADDRESS IN US (IF KNOWN):

_______________________________________
_______________________________________
_______________________________________

PHONE NUMBER: _________________________    E-MAIL ADDRESS: _________________________

PURPOSE OF THIS REQUEST FOR I-20: (please check all that apply)

_____ Extension of Program of Study
_____ Other (please explain): ________________________________

Do you have dependents with you here in the United States that also need a new I-20/DS-2019?
Check: Yes _______ No ________

If yes, please fill in their information below:

* Dependent Name
[please underline last name]

Relationship
[wife/husband/son/daughter]

Nationality

Date of Birth

Place of Birth [city or province, country]

_______________________________________
_______________________________________
_______________________________________

Please turn over -->
MAJOR FIELD OF STUDY: ______________________       EXPECTED COMPLETION DATE: _____   ____   ______

CURRENT LEVEL OF STUDY (please circle one):
Bachelor’s Non-degree Undergraduate Master’s Doctorate Non-degree Graduate
Other (please specify): ____________________________

Indicate the number of credits for which you will register for NEXT SEMESTER: _________ credits.

FINANCIAL INFORMATION

- Attached is the latest summary of cost estimates for both graduate and undergraduate students. Please use these figures to guide you in providing the financial information that shows that you have the required funding to meet these costs of study.
- Please supply bank statements, award /assistantship letters, or/and other documents to demonstrate your financial support. A use of bank documentation from sponsors will require the individual’s signature. Without verification of finances, your I-20/DS-2019 cannot be prepared.

SUMMARY OF FINANCIAL SUPPORT

Student's personal funds $ ______________
Funds from University:
   Assistantship/Fellowship $ ____________ (Stipend amount only)
   Tuition Waiver Scholarship $ ____________ (Please show $ amount: see attached cost sheet)
Other Institutional Funding (please specify) $ ______________
**Fund from sponsors / other sources (please specify) $ ______________
TOTAL $ ______________

**Affidavit of Support to be completed by sponsor(s):
(If the sponsor is unable to fill out the below section, a letter containing the information below can be accepted)

I am willing and able to sponsor __________________________ with the minimum amount of ____________________ U.S. dollars for his/her tuition and living expenses while attending the University at Albany. I have attached bank documentation no more than two months old indicating account funds sufficient for sponsorship.

____________________________________ _____/____/_____   __________________________
Sponsor Signature                  Month    Day    Year                    Relationship to Student

____________________________________
Sponsor Name Printed

____________________________________
Student Signature                  Date                      Student Name Printed
Chose the category to which you belong.

- Use these cost estimates to determine the amount of financial support you need to show through bank statements and letters of support when you request an I-20 or DS-2019 form.
- These fees are for 2 semesters. If you only have one semester left, you need only show half the total amount listed.
- Please remember that you must be a full-time student (12 credits) unless you have permission from ISSS to have a Reduced Course Load.

### Undergraduate On Campus (12 credits/semester)

<table>
<thead>
<tr>
<th></th>
<th>Full Year</th>
<th>Half Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$25,845</td>
<td>$12,923</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$15,442</td>
<td>$7,721</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$41,287</strong></td>
<td><strong>$20,644</strong></td>
</tr>
</tbody>
</table>

### Undergraduate Off Campus (12 credits/semester)

<p>| | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$25,845</td>
<td>$12,923</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$10,950</td>
<td>$5,425</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,795</strong></td>
<td><strong>$18,398</strong></td>
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</tbody>
</table>

### Graduate (9 credits/semester)

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</thead>
<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$19,788</td>
<td>$9,894</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$10,850</td>
<td>$5,425</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$30,638</strong></td>
<td><strong>$15,319</strong></td>
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</table>

### Graduate (12 credits/semester)

<table>
<thead>
<tr>
<th></th>
<th>Full Year</th>
<th>Half Year</th>
<th>MBA Full Year</th>
<th>MBA Half Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$25,576</td>
<td>$12,755</td>
<td>$27,756</td>
<td>$13,878</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$10,950</td>
<td>$5,475</td>
<td>$10,950</td>
<td>$5,475</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$36,526</strong></td>
<td><strong>$18,236</strong></td>
<td><strong>$38,706</strong></td>
<td><strong>$19,353</strong></td>
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### Graduate (3 credits/semester)

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<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$7,758</td>
<td>$3,879</td>
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<tr>
<td>Living Expenses</td>
<td>$10,650</td>
<td>$5,325</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$18,408</strong></td>
<td><strong>$9,204</strong></td>
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### Doctoral Student at Candidacy Stage (1 dissertation credit)

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<tbody>
<tr>
<td>Tuition and Fees*</td>
<td>$3,761</td>
<td>$1,881</td>
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<tr>
<td>Living Expenses</td>
<td>$10,550</td>
<td>$5,275</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$14,311</strong></td>
<td><strong>$7,156</strong></td>
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### Dependent Spouse or Child

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<tbody>
<tr>
<td>Total – each dependent (F-2 or J-2)</td>
<td>$4,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

*These are estimated fees only. They are expected to change without notice by official action of the SUNY Board of Trustees. The fees reflected on your SUNY bill may be different.