

## Request for I-20 Extension (Extension of Program) for F-1 Students

If you will not be able to complete the degree program by the date listed in Program of Study section of your I-20 (“Program End Date MM/DD/YYYY”), you will need to submit a request for program extension to the Center for International Education **BEFORE** the current completion date on your I-20 in order to maintain your F-1 status.

A student who does not complete his or her program before the Program End Date listed on the Form I-20 and does not meet the eligibility criteria for program extension is considered out of status and must apply for reinstatement to student status. A student who has not completed the program by the completion date and fails to extend their I-20 will be out of status and must apply for reinstatement to student status.

### **CIE cannot extend your Program End Date if your current Program End Date has passed**

#### **Eligibility for Program Extension**

- Student must have maintained F-1 status to this point
- Delay in program completion is caused by “compelling academic or medical reasons” [8CFR214.2(f)(7)(iii)]
  - Delays caused by poor academic performance, academic probation or suspension do not qualify

#### **How do I apply for a Program Extension?**

1. Verification of Remaining Requirements (email is ok)
  - **Graduate Students**-Meet with your academic (major) department advisor and have him or her email CIE your remaining requirements and which semester/term you will finish your program.
    - Thesis/Project- Meet with your project/thesis advisor and have him or her email CIE verifying you are making progress and the expected completion semester/term of your project.
  - **Undergraduate Students**-Meet with your academic (major) department advisor and G.E advisor (advising@csueastbay.edu) and request them email CIE your remaining requirements and which semester/term you will finish your program.
    - \*\**College of Business & Economics* students can request verification here [www.csueastbay.edu/cbeugforms](http://www.csueastbay.edu/cbeugforms)
2. Complete the Declaration of Finances form (page 2 of this form)
3. Prepare new documentation to show financial support for the remainder of your academic program
4. Submit all the above documents to the CIE **BEFORE** your current I-20 expires.

If your program extension is approved, a new Form I-20 will be created for you and SEVIS will be notified of your program extension.

If you have any questions about program extension, please schedule an appointment with an international student advisor via The Bay Advisor.

## Program Extension Declaration of Finances

| Student Information |   |
|---------------------|---|
| Family/Last Name:   | First Name:                                   |
| NETID:              | SEVIS Number: N                               |
| Degree/Major:       | Level of Study:      Master's      Bachelor's |
| Telephone:          | Email:  |

**Required Funds- You must provide financial documentation**

Please review our [Cost of Attendance](#) for the specific program for which you are requesting an extension for.

- Our Cost of Attendance page shows the minimum amount required.
- There are no exceptions to showing the minimum amount listed.

**Funding Sources- You must provide required documentation in English and must:**

- \*Be an official bank statement or letter on letterhead with a stamp/seal/official signature
- \*Include the following: Issue date within the past 6 months, Account holders Name, and Specific dollar amount (\$)

| Acceptable Types of Documentation  | Not Acceptable Types of Documentation           |
|--|---|
| Bank Letters   | Employer Letters / Salary Statements            |
| Bank Statements (Savings or Checking Accounts)   | Line of Credit Letters                          |
| Fixed/Term/Time Deposits - must be able to be withdrawn at any time without penalty    | Provident (Retirement) Fund Statements          |
| Loan Letters   | Stock Market, Equity, or Mutual Fund Statements |
| Scholarship Letters (Private, Government, School, etc.)                                | Life Insurance Policy                           |
| Solvency Letter - Bank letter indicating funds immediately available to the individual |   |

**Source of Funds (Indicate all that apply)**

\$\_\_\_\_\_ **Personal Funds**                      \$\_\_\_\_\_ **Scholarship, Government, or other agency funds**

\$\_\_\_\_\_ **Family or Private Individual as Sponsor (please have sponsor complete information below)**

**Sponsor's Name** \_\_\_\_\_ **Relationship to Student** \_\_\_\_\_

**Sponsor's Complete Address:** \_\_\_\_\_

*I guarantee without reservation to support annually the educational costs and living expenses including tuition and fees, meals, books, supplies, health insurance, medical and emergency expenses, travel and personal expenses of the student name on this form while s/he is enrolled at California State University, East Bay. I further guarantee that the student will not become a public charge during his/her stay in the United States.*

**Sponsor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I certify that the information given on this form is complete and accurate to the best of my knowledge.

|                          |             |
|--------------------------|-------------|
| Student Signature: _____ | DATE: _____ |
|--------------------------|-------------|

**Electronic I-20**

CIE will process your request and email your updated I-20 to your horizon email account. You will need to print and sign your new I-20. You are not eligible to electronically sign your I-20 at this time.