

Important Information:

This form is composed of three sections. The first section is filled out by the student, the second if filled out by the Academic Advisor explaining why the program end date needs to be extended, and the third is completed by the Office of Admissions & Services for International Students.

This form will help to facilitate the extension of the program for an international student. Please complete this form fully if you think the student should be given additional time to complete her/his degree. Please also attach a copy of the student's bingo sheet or a list the remaining courses.

Please note that the program extension can take up to 2 – 3 business days to be processed. You will receive notification via email of the decision.

Section I – To Be Completed By Student

Last Name: _____

Major/Program: _____

First Name: _____

Degree Level: _____

Student ID: _____

Email: _____

Section II – To Be Completed By Advisor

1. Is this student making normal progress towards her/his current degree? _____ Yes _____ No
2. Do you recommend this student be given additional time for her/his studies? _____ Yes _____ No
3. The student needs _____ credit hour(s) for _____ semester(s)/term(s) to complete program of study
4. The new estimated graduation date for the student is _____ (term / year)
5. This student has not completed the current program due to a delay caused by (check all that apply):
 - ☐ A change in major field of study
 - ☐ An addition of major or minor
 - ☐ The need for additional academic preparation for major (e.g., ESL, prerequisites, etc.)

Other (please explain):

I certify that the information I have provided is accurate and I recommend that the student's program end date be extended.

Name of Academic Advisor: _____

Phone: _____

Email: _____

Department: _____

Office Location: _____

 Academic Advisor's Signature

 Date

Please return the completed form to the Office of Admissions & Services for International Students (OASIS) along with a list of the remaining courses or a copy of the student's bingo sheet

Section III – To Be Completed By Admissions, International

Office Use Only:

Currently Enrolled: _____ Yes _____ No

Current Term: _____

Request approved _____ or denied _____

If denied, why _____

Date completed: _____

Signature: _____