

The following is required by this office when a student exceeds the time limitation for completion of studies set forth on his/her immigration document. Please complete and return this form to the Office of International Students and Scholars (OISS). **DEADLINE TO SUBMIT IS TWO WEEKS PRIOR TO CURRENT PROGRAM END DATE!**

Please Note: Non-immigrant students on F-1 visas must be enrolled for a full course of study and must be making satisfactory progress toward their degree. Full-time for an undergraduate is defined as 12 semester hours; for a graduate it is 9 semester hours. Any student wishing to register for a reduced course load should consult with an international program advisor and secure the appropriate documentation prior to finalizing the reduction in registration. Failure to do so will jeopardize a student's legal status in the United States.

Student Information:

_____	_____	_____
Family (Last) Name	First Name	Middle Name
_____	_____	_____
Program (Major) of Study	EIU E-Number	SEVIS ID # (Upper Left Corner of I-20)
_____	_____	
Email Address	US Phone Number	

Verification by Academic Department:

This section must be completed by an Academic Advisor for international undergraduate students and by Graduate Coordinators for international graduate students.

I certify that this student is working towards a:

Bachelor's Degree Second Bachelor's Degree Master's Degree

Please choose one of the following reason(s) for the extension request:

Change of Major Thesis Continuation
 Co-op/Internship Medical (Letter must be received)
 Other (Please explain): _____

New Date of Program Completion:

I expect the requirements for this degree program to be completed in _____ (month & year)

Signatures:

To the best of my knowledge, the information pertaining to this student is accurate and complete.

Coordinator's/Advisor's Name: _____

Coordinator's/Advisor's Office Address: _____

Coordinator's/Advisor's Phone Number: _____

Academic Advisor Signature: _____ Date of Signature: _____

For OISS use only:

Reviewed By: _____ Date: _____

Request Completed By: _____ Date: _____