

# International Student Shorten or Extend Program



COMMONWEALTH UNIVERSITY

When a student needs to shorten an academic program or continue in an academic program beyond the estimated completion date, the student must apply for an extension **no later than 30 days before the program end date** listed on the Form I-20 or Form DS-2019.

As an F-1 or J-1 student, you are eligible to apply for shortening or extending your program if you have continually maintained status and the delay in completion of studies has been caused by compelling academic or medical reasons. If you are out of status, you must apply for reinstatement.

To shorten or extend your program, submit the following to the Center for Global Engagement

1. Completed request form
2. Academic Advisor Recommendation Form completed by your academic advisor attesting to the valid academic reasons why your program should be shortened or could not be completed within the allotted time and specifying an expected completion date of your program. Please note: One (1) year maximum extension per request.

## OR

A letter from your medical professional (doctor, physician, or psychiatrist) documenting the length of your illness if the program extension is being requested due to illness.

3. Proof of financial support (for extension). Proof should come from the student or sponsor. Financial documents should be no older than 2 months.

One week after you submit the required documentation, you must come to the office to sign your new Form I-20 or Form DS-2019 and collect your copy.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Email: \_\_\_\_\_

Student ID: P \_\_\_\_\_

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested Extension (new) End Date: \_\_\_\_\_

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

### OFFICE USE ONLY

- ☐ Approved  
☐ Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_