

## Extension of Stay for F-1/J-1 Visa Students

Federal regulations require F-1/J-1 students to have a valid Certificate of Eligibility (Form I-20/DS-2019) at all times. F-1/J-1 students who will not be able to complete their degree program by the program end date listed on their Form I-20/DS-2019 must come to the Office of International Services (ISS) to speak to an International Student Advisor about an extension of their stay.

### Eligibility

- F-1/J-1 students are eligible for an extension of stay if they are in good academic standing and have properly maintained their F-1/J-1 visa status.
- The delay in completing their degree requirements by the program end date must have been caused by compelling academic or documented medical reasons.
- Students who do not meet the eligibility criteria for an extension of stay or who have already exceeded the program end date on the current Form I-20/DS-2019 must meet with an International Student Advisor as soon as possible to discuss other options.

### When to Apply

- An extension of stay must be completed before the program end date on the Form I-20/DS-2019. Please be aware that International Student Services processing times for extension requests are **up to 20 days** upon receipt of all required documents.
- An extension of stay can be granted for a maximum of 12 months at a time.
- If you are a graduate student requesting an extension of your program and all that you have remaining is your **project, thesis or dissertation**, the earliest that you can submit an extension application is 45 days before the end of the current semester.

### Required Documents

To apply for an extension of stay, F-1/J-1 visa students must submit the following documents to International Student Services:

- F-1/J-1 Extension of Stay Request Form**
- Copy of current degree plan** (Degree Works acceptable)
- All but Project, Thesis or Dissertation Students:** A recent letter from your graduate faculty advisor stating the compelling academic reasons for the extension.
- Proof of Financial Resources:** Current evidence of all sources of financial support for the student and any dependents. For detailed information about acceptable proof of financial resources, visit <http://international.utsa.edu/forms/confirmation-of-financial-resources/>.
- Confirmation of Financial Resources Form for F-1:** Download at <http://international.utsa.edu/forms/confirmation-of-financial-resources/>.
- Proof of Medical Condition (if applicable):** If a medical condition caused your need for an extension of stay, you must submit a letter written by a licensed physician. The letter must be written on the physician's own professional letterhead and should state that a specific medical condition compelled the student to reduce or to interrupt his/her full course of study. The letter should also specify the semester(s) and dates involved. If the medical condition is considered to be on-going or open-ended, this information should be stated in the letter. In this case, it may not be possible for the student to continue to hold a visa type that requires full-time attendance.
- Additional documentation for J-1 students only:**
  - DS2019 Request Form: <http://international.utsa.edu/forms/request-ds-2019/>
  - Proof of Health Insurance for yourself and accompanying family members

### Extension of Stay Request Form

**Section 1: This section must be completed by the student.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Banner ID: @ \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_

Local Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

I affirm that I have maintained my F-1/J-1 visa status properly, been in good academic standing, and met my department expectations in academic progress and performance. I certify that I have read and understood the F-1/J-1 Extension of Stay handout.

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

**Section 2: This section must be completed by the student's academic department.**

1. Please list the student's current academic standing: \_\_\_\_\_

2. Was the delay in graduation caused by academic probation or dismissal? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Please check applicable reasons for the delay in graduation (please check all that apply):

- Change of major
- Change of research topic
- Problems with research
- Lost transfer credit
- Required prerequisites (including English classes)
- Retaking classes
- Other: \_\_\_\_\_

N/A: Delay was due to a medical condition

4. If applicable, please include any additional information below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Student's anticipated date of graduation:

Year: \_\_\_\_\_ Semester:

- Summer
- Fall
- Spring

\*Please continue on to the next page for signature

**Section 3: Approval Signature(s)**

**Academic Advisor or Graduate Faculty Advisor** (Required for both undergraduate and graduate students)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Graduate Advisor of Record or Equivalent** (Required for graduate students only)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be completed by International Student Services**

**Current Academic Standing:** GS Prob Dism      **Current Hours:** \_\_\_\_\_ credits

**I-20/DS-2019 Expiration Date:** \_\_\_\_\_      **Passport Expiration Date:** \_\_\_\_\_

**The student has been placed academic probation or academic dismissal:** \_\_\_ Yes \_\_\_ No

**If Yes, Semester(s):** \_\_\_\_\_

**Status Maintenance:**

- Address
- E-mail
- Telephone

**Degree Plan submitted:** \_\_\_ Yes \_\_\_ No

**Proof of Financial Resources submitted:** \_\_\_ Yes \_\_\_ No

**Proof of Health Insurance submitted (J-1 Only):** \_\_\_ Yes \_\_\_ No

**This program extension request is:** \_\_\_ Approved \_\_\_ Denied

**DSO/ARO Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FSA Atlas Note Entry:** \_\_\_ Done      **Emailed to Student:** \_\_\_ Done