Department Letterhead

4/15/2020

To whom it may concern

[Last Name], [First Name] is a student seeking a [Degree Level] in [Major]. The student has completed [total credit hours] towards [his/her] degree. I confirm that the student mentioned before requires additional time to complete program of study due to [Reason for completion delay]. I authorize student to request an extension of I-20. [He/She] is planning to graduate in [Semester and year]

Sincerely,

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[Advisor information]