PROGRAM EXTENSION APPLICATION FOR F-1 AND J-1 STUDENTS

IMPORTANT: STUDENT SHOULD READ IN FULL.

- You may apply for a program extension **in the final term** before your I-20 or DS-2019 expires.
- You must apply for an extension **BEFORE** your document expires. Otherwise you will need to depart the U.S.
- ISS needs **5 business days processing time**—it is important to apply in a timely manner.

STUDENT COMPLETES THIS SECTION:

Name: Birth Date (mm/dd/yy):

Major: Degree Level: Bachelors   Masters   Doctorate   JD

Email: Phone:

IMPORTANT: ACADEMIC ADVISOR SHOULD READ IN FULL.

The information included below will be directly reported to the U.S. Department of Homeland Security as justification for the program extension request. Every query must be complete for program extension approval. By signing this form, you are recommending that the student above be allowed additional time to complete their studies.

ACADEMIC ADVISOR COMPLETES THIS SECTION:

1. Advisor Name:

2. Role at the University:

3. Advisor's Relationship to Student (academic advisor, thesis/dissertation advisor, graduate director, etc.):

4. Advisor's Email Address: 4. Advisor's Phone Number:

5. Please indicate which semester and year the student will graduate.
   Fall   Spring   Summer   Year:

6. If a graduate student, list the student's expected defense date:

7. Is this student making normal progress towards degree completion? Yes ___ No____

8. For what reason does this student need a program extension?
   Change in academic major/program   Compelling Medical Reason (Documentation Required)
   Change in research topic   Transfer to USC caused student to lose credits
   Unexpected research problems   Other (please explain in #9, below)

9. [REQUIRED] Please <u>state specifically</u> what remains to be completed on the thesis or dissertation AND/OR what courses remain for the student to complete:

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Advisor Signature: Date of Signature: