

Academic Advisor I-20/DS-2019 Extension of Stay Recommendation

F-1 or J-1 students whose I-20/DS-2019 will expire before they complete degree requirements must apply for an Extension of Stay. To be eligible for an Extension of Stay, they must be making normal progress toward completing a degree and be unable to complete their course of study by their expected graduation date due to compelling academic or medical issues. **If the student has completed all degree requirements then they are not eligible for an Extension.**

The following are not valid reasons for an I-20/DS-2019 Extension:

- To enroll in extra courses; to repeat the same course for personal interest; and/or to improve one's GPA
- To engage in non-required Curricular Practical Training (CPT)
- To enroll in course work delayed by participation in non-required CPT
- To complete degree requirements that do not require enrollment (i.e. comprehensive exam, finish pending coursework for an incomplete grade, etc.)
- To address delays due to academic probation or suspension

Before ISS can determine eligibility for an Extension of Stay, the student's academic advisor must complete the form below. **A completed Extension of Stay application must be submitted to ISS before the I-20/DS-2019 Program End Date.** Please contact International Student Services at 716-645-2258 or iss@buffalo.edu with any questions or concerns. Once completed, this form should be returned to the student so they can submit it to ISS.

Student's Name: _____ **Person #:** _____

Student's Current I-20/DS-2019 Program End Date (MM/DD/YYYY): _____

This student needs additional time to complete their academic program. As their academic advisor, I confirm that this student should complete degree requirements on:

_____ *Indicate the student's expected program end date: 06/01/YYYY, 08/31/YYYY*, 01/01/YYYY or 02/01/YYYY*.*

**If Summer or Winter term is a student's final term, enrollment is required. Full-time enrollment is 6 credits for Summer and 3 credits for Winter. Students who complete courses after Fall term and do not enroll in Winter will have a 01/01/YYYY program end date.*

This student is making normal progress toward completing their degree, but has not yet completed their program of study due to (please check all that apply):

Change of major from _____ to _____

Change in research topic from _____ to _____

Unexpected research problems

Documented illnesses or injuries (Medical documentation must be submitted to ISS with this request.)

Adding a major which resulted in additional time needed to complete degree requirements

Student failed a required course which resulted in additional time needed to complete degree requirements

Student needs more time to complete degree requirements due to the following compelling academic or medical reason(s):

How many credits does this student have remaining to complete degree requirements? _____

Please indicate below the student's academic plan for the program extension. If the student will complete a thesis, dissertation or capstone during extension, please list student's expected milestones/goals, and their planned timeline/deadlines. A separate academic plan may be attached, if preferable.

TERM (Fall, Spring, Winter, Summer)	YEAR	COURSE NAME	NUMBER OF CREDITS

I confirm that this student is making normal progress toward degree completion, is eligible to continue their studies and I recommend that this student receives additional time to complete their degree requirements:

Academic Advisor's Name (please print): _____

Academic Advisor's Signature: _____

Department: _____ Phone Number: _____

E-mail: _____ Date: _____

Application Submission Instructions – FOR THE STUDENT. To submit your complete I-20/DS-2019 Extension of Stay application, follow the directions below. We recommend that you submit your application at least 10 business days before your I-20 Program End Date.

1. Log in to [UB Global](#) by clicking the blue "LOGIN" button. Enter your UBIT Name and Password. Do NOT click on "Administrative Services for University Departments".
2. F-1 Students click on "F-1 Student Services" and then "I-20 Extension of Stay"; J-1 Students click on "J-1 Student Services" and then "DS-2019 Extension of Stay".
3. After submitting, an International Student Advisor will review your request. If eligible for an I-20/DS-2019 Extension of Stay, you will be issued a new I-20/DS-2019 with a future Program End Date.