

GANNON

UNIVERSITY

Office of Global Support & Student Engagement ~ 109 University Square ~ Erie, PA 16541
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Extension of Stay for F-1 Students

An F-1 student who is unable to meet the program completion date on the Form I-20 may be granted an extension by the DSO (Designated School Official) if the DSO certifies that the student has continually maintained status and that delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Delays caused by academic probation or suspension are not acceptable reasons for program extensions. **A DSO may not grant an extension if the student did not apply for an extension until after the program end date noted on the Form I-20.** A DSO may grant an extension any time prior to the program end date listed on the student's original Form I-20. {Federal Regulation 8 CFR 214.2 (f)(7)(i)}

To be eligible for an extension you must have:

- Continually maintained F-1 status **AND**
- Provide **proof** that delay in completion is caused by compelling academic or medical reasons such as:
 - Change of major or research topic (“Change of Major Form” must be filed with Dean’s Office)
 - Unexpected research problems
 - Loss of credits upon transfer to Gannon University
 - Documented illness

Please Note: Delays due to *academic probation, suspension, or incomplete grades do not* qualify for an extension.

What to bring when you apply for an extension:

- Academic Advisor Recommendation Form (see reverse)
- Updated Financial Statement or Financial Guarantee
- Other Supporting Proofs of Eligibility (Doctor’s notes, change of major form, transcript, etc.)

***Please note: If you are employed on campus, once you receive your new I-20 with your new end date, please take it to Human Resources so that your file may be updated.**

Extension of Stay for F-1 Students

ACADEMIC ADVISOR RECOMMENDATION

An F-1 student who is currently maintaining status and making normal progress toward completing his or her degree may apply for a program extension if he/she has a compelling academic or medical reason. A "*compelling reason*" includes such things as a change of major or research topic, unexpected research problems, or a documented illness that has interfered with full-time study. *Academic suspension, probation or incomplete grades are not* considered acceptable reasons for a Program Extension. **A request for an F-1 Program Extension must be filed prior to the expiration date on the current I-20.**

Section A: To be completed by STUDENT:

Name: _____

Student ID Number: _____ Phone: _____ E-mail: _____

Address: _____

What is the current end date on your I-20: _____

Section B: RECOMMENDATION to be completed by ACADEMIC ADVISOR:

Educational level (check one): Bachelor Master Doctorate

Major area of study: _____

Program Extension is requested until (**month/day/year**): _____

Please note that program extensions may not be granted for more than one year at a time.

The student has completed _____ credits. Student is currently enrolled in _____ credits.

Student still needs to complete _____ credits.

Reason extension is needed (***please be specific – see reverse under "proof"***):

I verify that this student is making normal progress toward the completion of their degree and recommend that this student's program be extended until the requested date noted due to the reason indicated above.

Academic Advisor's Signature: _____ Date: _____

Name: _____ Department: _____

Phone: _____ E-mail: _____