



Center for Global Education & Field Study
International Student & Scholar Services (ISSS)
14 East Cache La Poudre Street
Colorado Springs, CO 80903
Tel: (719) 389-6024
Email: iss@coloradocollege.edu

PROGRAM EXTENSION PROCEDURES FOR F-1 STUDENTS: FREQUENTLY ASKED QUESTIONS

MY CERTIFICATE OF ELIGIBILITY (FORM I-20) IS GOING TO EXPIRE AND I STILL HAVE CLASSES TO TAKE TOWARDS MY DEGREE? WHAT DO I DO?

F-1 students who need additional time to complete their degree requirements beyond the program end date indicated on their Certificate of Eligibility (Form I-20) need to apply to International Student & Scholar Services (ISSS) for an extension *before* the program end date on their current Form I-20.

AM I ELIGIBLE FOR A PROGRAM EXTENSION?

The reasons for a program extension must fall into one of the following categories: medical reasons (documentation required) or compelling academic reasons, such as: change of major or change of research topic.

WHEN SHOULD I APPLY?

Students must apply for a program extension before their current Certificate of Eligibility (Form I-20) expires. Please plan ahead. Complete all required paperwork and make an appointment to meet with ISSS at least 30 days before your current Form I-20 expires.

WHAT IF MY FORM I-20 HAS ALREADY EXPIRED?

Students who do not apply for a program extension in a timely manner are considered to be “out of status” and are advised to submit an application for reinstatement of F-1 student status to the U.S. Citizenship and Immigration Services (USCIS) office. If your Form I-20 has already expired and you still need additional time to complete your degree, please schedule an appointment with ISSS immediately to discuss the reinstatement process.

HOW DO I APPLY FOR A PROGRAM EXTENSION?

Meet with your Academic Advisor/Department Chair. They must complete the “Academic Advisor’s Recommendation for Extension of Time” form (see next page). Submit the completed advisor’s recommendation form to ISSS. Submit financial documentation from your sponsor(s) to show sufficient funding for the remaining duration of your studies. Make an appointment with ISSS and bring your completed paperwork to submit your request for an updated Form I-20.

ACADEMIC ADVISOR'S RECOMMENDATION FOR EXTENSION OF TIME

Student's Name: _____

CC ID Number: _____

Academic Adviser: Your advisee has requested additional time to complete his/her program of study at Colorado College. As an international student, your advisee has been admitted to the United States for a limited period of time and if he/she is not able to complete his/her program of study within the allotted time, the student must obtain the appropriate U.S. immigration authorization for a program extension. This form is designed to communicate information required by the U.S. Department of Homeland Security as part of the student's program extension application process.

This student is engaged in the following academic program:

Major(s):

Minor(s):

Is this student making normal progress towards his or her degree? Yes No

Do you recommend this student be given additional time to continue his or her studies? Yes No

This student will not graduate as expected due to (please check all that apply/most applicable):

- Delay caused by a change in major/minor
- Delay caused by lost credits upon transfer to Colorado College
- No unusual delay. The original length of time given to complete studies was not reasonable for an average student in this department
- Other (please explain)

Student's anticipated graduation date (mm/dd/yyyy) _____

Academic advisor's name: _____

Department: _____

Signature: _____ Date: _____