Program Extension

Immigration regulations require you to file for an extension when you are not able to complete your program of study by the date that appears on your current Form I-20. You must apply for a program extension and be issued a new I-20 before your current document expires.

Failure to comply with this requirement will result in the termination of your F-1 Student Status. The Global Education Center is required by immigration to report this information to SEVIS.

What do I need to apply for a Program Extension?

1. New Financial Documentation showing proof of your ability to pay for tuition and living expenses for the duration of your program. (Extensions can only be provided for up to 1 year at a time for F-1 students).
2. Documentation from your academic advisor (form attached) that one of the following caused the delay in completing your program:
   - An important academic reason: e.g., a change of major, and an approved extension of your Thesis/Dissertation (within each school’s particular guidelines).
   - A documented medical reason: attach medical evidence from a licensed medical doctor or psychologist on official stationery stating the nature of the illness and the period of time you were ill.

A delay due to repeated/multiple class failures, academic probation, or suspension is not an acceptable reason for a program extension according to immigration regulations.

If you need to extend your program, but do not meet these qualifications, please make an appointment to meet with International Student Services to discuss your options.

Once you bring in the above materials to the Global Education Center, it will take 1-2 business days to review your extension application, and issue a new I-20 if the reason for the extension meets Immigration requirements.

If you have any questions, please contact:

Melody Reichoff, Global Education Coordinator
262-691-5550, mreichoff@wctc.edu
F-1/J-1 Program Extension Request Form

Section A – To Be Completed by the Student:

Complete the top portion of this page, have your advisor complete the bottom section and return this form to GEC. Keep page 1 for your reference.

Name: ________________________________ WCTC ID: ______________________

WCTC Email: ________________________________ Tel. #: ___________________________

Please sign below to certify that you have read all the information in this packet and understand the regulations regarding program extension.

Signature:_______________________________ Date: ____________________________

Section B – To Be Completed by the Student’s Academic Advisor:

The student is requesting more time to complete their studies than was estimated on the I-20.

The reason for the delay is (Check one):

_____ Change of major
_____ Change of research topic
_____ Unexpected research problems
_____ Thesis/Dissertation extension
_____ Medical (Attach Documentation)
_____ Other: ______________________________________________________

The student is expected to complete the program of study by ____________________________ (new date of completion) with ______________ credits remaining at this time.

I certify that the delay in completing the program of study has been caused by the important academic or medical reason indicated above.

Academic Advisor, Signature: ______________________________________________________

Print Name and Title: _________________________________________________________________

Extension: ________________________________ Date: _________________________________