



# Rensselaer

## F-1 / I-20 EXTENSION OF STAY APPLICATION

As an F-1 student, you were admitted to the United States for “D/S” as indicated on your I-94 (small, white card). D/S, or Duration of Status, means that you may remain in the U.S. as long as you maintain lawful full time student status. However, the Department of Homeland Security (DHS) requires that you finish your program of study by the expected completion date noted in section 5 of your I-20. If you will not complete your program by the expected completion date, you must file for an extension during the **30 days before that date**. Failure to file a timely application will result in loss of F-1 status and will necessitate an application to DHS for Reinstatement (refer to Reinstatement handout).

To be eligible for an extension of stay you must:

- Have continually maintained full-time F-1 status, AND
- Have compelling academic or medical reasons causes the delay in completion.

For Example:

1. Change of major or research topic
2. Unexpected research problems
3. Loss of credits upon transfer to Rensselaer
4. Documented illness

Please Note: Delays due to academic probation or suspension do not qualify for extension. In this case you would have to apply for reinstatement

A) To apply for an extension submit the following to the ISSS Office:

1. Academic Adviser’s recommendation letter (attached)
2. Your original I-20 ID (Student) Copy
3. Letter of support from your department only if you are receiving financial support.

B) Upon favorable review of your application for extension the ISSS Office will type a new I-20 for you, which you will have to sign. Be sure to receive a date when you can return to sign the I-20 when you submit your documents. Then page 3 of your new I-20 will be stapled to all previous I-20’s. **Immigration requires you to keep ALL copies of your I-20’s together.**

Name: \_\_\_\_\_

RIN (Rensselaer I.D. Number): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ Office or Lab: \_\_\_\_\_

Degree Pursing: Level: \_\_\_\_\_ Major: \_\_\_\_\_

**ACADEMIC ADVISER'S RECOMMENDATION FOR  
EXTENSION OF TIME LIMITATION FOR A PROGRAM OF STUDY**

Student Name: \_\_\_\_\_ RIN: \_\_\_\_\_

Academic Adviser: This form is provided to facilitate the communication of certain information required by Immigration and Naturalization Service (INS) regulations. Its completion is necessary for a student in F-1 status to request an extension of the time limitation placed by INS upon the student's current program of study. Please contact International Services for Student and Scholars at 276-6561 regarding any questions you may have. Please complete this form in full and return it to the student.

1. This student will complete requirements for his/her program on or about: \_\_/\_\_/\_\_.  
(Give a good graduate date)

2. This student has not yet completed the current program of study due to (please respond to all reasons, which apply):

\_\_\_\_ Delay caused by a change in major field of study from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_ Delay caused by a change in research topic from \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_ Delay caused by unexpected research problems. Explain below:

\_\_\_\_ Delay caused by lost credits upon transfer to Rensselaer.

\_\_\_\_ Other. Explain.

I therefore recommend that this student be allowed this additional time to complete studies.

Academic Adviser's Signature: \_\_\_\_\_

Name and Title (please print): \_\_\_\_\_

Department (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Department Chairman's Signature: \_\_\_\_\_