



# INTERNATIONAL PROGRAMS

## COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA • (970) 491-5917 • [international.colostate.edu](http://international.colostate.edu)

### PROGRAM EXTENSION REQUEST FORM

If your I-20/DS-2019 is expiring but you need additional time to complete your graduation requirements, you must submit this form to International Student and Scholar Services before the expiration date on your current document. We recommend applying for an extension at least 30 days before your current document expires.

To be eligible for an extension, you must be maintaining your status as an F-1 or J-1 student with continuous full-time enrollment and making normal progress toward completion of your degree.

You can submit your application to the front desk in Laurel Hall or by email to [iss@colostate.edu](mailto:iss@colostate.edu). Please allow 5-7 business days to process your request. We will email you when your documents are complete and ready for pick up.

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

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

CSU ID Number: \_\_\_\_\_

Immigration Status:    F-1    J-1

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Degree Level:    UG    GR    PhD    Major: \_\_\_\_\_

Expiration Date on Current I-20/DS-2019: \_\_\_\_\_

New Anticipated Date of Completion: \_\_\_\_\_

**By signing my name to this form, I certify that I have read and understand the information included on this form. The information I have provided on this form is accurate.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Month/Day/Year

**Checklist of required document that must accompany this form:**

Letter from academic advisor (see page 3)

Signed financial certification form (page 2)

Proof of financial support (see our [estimated expenses](#))

Reduced Credit Load Form (if you have finished required courses and will be working on your thesis/dissertation during the extension): [RCL Form](#)



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### FINANCIAL CERTIFICATION FORM

Student's Name: \_\_\_\_\_ CSU ID#: \_\_\_\_\_

The required amount of financial support will be provided by:

Personal Funds - A bank statement or bank letter showing minimum funds required must be included.

Family / Other – Affidavit of support (below) must be completed and a bank statement or other proof of financial support must be included.

Scholarship/Sponsor – A letter stating the amount and duration of the funding must be included.

CSU/Department – A letter from the department must be included. The letter must be on departmental letterhead and should include the following information:

- The amount of funding (if paid monthly, clarify whether it is for 9 months or 12 months)
- The start and end dates of the funding
- A description of any other costs included in the funding (tuition, health insurance, stipend, etc.)

I certify that the information I have given is a correct statement of my arrangements for financing my studies at Colorado State University and that all information provided on this form is accurate. I understand that health insurance is required for all international students and their dependents.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Month/Day/Year

#### Affidavit of Support

I certify that the sponsor named below has promised to provide financial support in the amount of \$ \_\_\_\_\_ to cover the costs of tuition, fees, and living expenses for study at Colorado State University.

I have attached evidence of financial resources (a bank statement dated within the last 12 months) with this form.

\_\_\_\_\_  
Printed Name of Sponsor

\_\_\_\_\_  
Relationship to Student

#### Affidavit of Support

I certify that the sponsor named below has promised to provide financial support in the amount of \$ \_\_\_\_\_ to cover the costs of tuition, fees, and living expenses for study at Colorado State University.

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## INFORMATION FOR ACADEMIC ADVISORS

International students who need additional time to complete their degree requirements are eligible to apply for an extension of their immigration documents. In their program extension application, they must include a letter from their academic advisor confirming the following information:

- The student is making normal progress toward completing the degree
- The legitimate reasons for the delay
- The new anticipated date of completion

Examples of possible reasons a student might need a program extension:

- Student ran into unexpected delays with thesis/dissertation research
- Student changed research topics
- Student added a second major or a minor that resulted in additional required coursework
- Student had a documented illness

### Suggested Format for Academic Advisor Letter

Department Letterhead

Date

This letter is to request an extension of (Name of International Student)'s immigration document. I am (Student)'s academic advisor and can confirm that he/she is making normal progress toward completion of the academic program. The student needs the program to be extended because (List legitimate reason for the delay here). The student is expected to complete all program requirements in (Semester). Please extend this student's immigration document to (month/day/year.)

Name of Academic Advisor

Signature/Date

Department

Please contact International Student and Scholar Services with any questions regarding what to include in the letter.