

# Illinois Institute of Technology

Int'l Center

I-9 \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

## International Center

3300 S. Federal St.  
Main Building Room 405  
Chicago, IL 60616  
Phone: (312) 567-3680  
Fax: (312) 567-3687  
E-mail: Icenter@iit.edu

## Advisor's Recommendation for Program Extension-F-1

12/06

Please provide the following information required to extend the student's program of study:

1. Has this student been continuously enrolled for a full course of study?     yes     no
2. This student has not yet completed the current program of study due to (please check all reasons which apply):
  - Delay caused by a change of major field of study
  - Delay caused by a change in research topic
  - Delay caused by unexpected research problems
  - Delay caused by additional credit requirement
  - Medical reasons
  - Other (please explain) \_\_\_\_\_
3. This student will complete requirements for his/her current program on \_\_\_\_\_  
month/day/year

I therefore recommend this student be allowed the time specified above to complete his/her studies.

*If the student is receiving any funding from the department, please provide this information on a separate letter listing the amount of stipend and tuition waiver that the student is getting per year.*

Name of Student \_\_\_\_\_

Student's Email \_\_\_\_\_

Degree Sought \_\_\_\_\_

Department \_\_\_\_\_

Student ID # \_\_\_\_\_ SEVIS ID # \_\_\_\_\_

Have you ever worked on campus     Yes     No

Name of Academic Advisor \_\_\_\_\_

Phone Extension \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

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## **F-1 Program Extension 8CFR 214.2 (F)(7)(i)**

04/07

**An F-1 student who is unable to finish his/her program of study by the completion day listed on the I-20 must apply for an extension of stay. This application MUST be made PRIOR to the expiration date of the I-20.**

### **Eligibility**

- 1. Student has maintained status (full-time enrollment, lawful employment, valid passport & I-20)*
2. The delay is caused by compelling academic or medical reasons such as: changes of major or research topics, unexpected research problems, or documented illness. **Note: CO-OP, academic probation, suspension or other delays are not acceptable reasons for program extension. In such cases, the student must apply for reinstatement.**
3. Student should apply any time before the expiration date listed on his/her I-20. Once the I-20 has expired, the student is in violation of his/her F-1 status and must go through F-1 reinstatement with the US CIS.

### **Procedures**

Schedule an appointment at the International Center and bring with you the following documents:

1. A completed Advisor's Recommendation Form for Program Extension (on reverse side)
2. New financial documentation for the requested period of extension such as a bank statement or letter on bank letterhead. These documents must be issued within the last 6 months and cover the amount required for the F-1 principle visa holder and any F-2 dependents.

The International Center will review your request. If your request is approved, the International Center will prepare a new I-20 for program extension and this will take 3 business days. Please bring your passport when you come to pick up your new I-20 (for I-9 purposes).

**Important Note: If you are currently employed on campus, please notify the International Center so that your I-9 Employment Eligibility Verification Form is extended. Failure to notify the International Center will result in the termination of your on campus employment.**

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## Financial Document Guidelines

02/07

You have been asked to provide a financial document so that the International Center can process your request.

**Acceptable Financial Documents** – One or a combination of the following may be used (A-F).

- A. An original bank statement in the student's name.
- B. An original bank statement in the sponsor's name and:
  - 1. An original letter of support from the person named on the bank statement, or
  - 2. An original/certified certificate showing the relationship between the student and the person named on the bank statement.
- C. An original letter from your department if TA/RA – must state the amount of funding (tuition hours covered plus stipend amount) for one academic year or length of extension.
- D. Letters from government/organizations must be original and state the exact amount covered for tuition, fees, and cost of living for one academic year or length of extension.
- E. Admission letter stating scholarship award per semester or academic year.
- F. Original Financial Affidavit as listed on the Admissions websites – completely filled out.

**Requirements for acceptable financial documents** – all requirements must be met:

- Original – stamped/signed
  - Printouts from the Internet must be stamped, signed, and dated by a bank official.
- Dated less than 6 months old
- In US currency or a conversion must also be included by a website and attached (using the date of the financial document) [www.oanda.com](http://www.oanda.com) or [www.xe.com](http://www.xe.com) are two currency conversion websites.
- In English