

Illinois Institute of Technology

Int'l Center

I-9/EAF _____

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 J-1 Students

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 _____

Illinois Institute of Technology

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

J-1 Program Extension (Students) 22 CFR 514.43

04/07

A J-1 student who is unable to finish his/her program of study by the completion date listed on the DS-2019 must apply for an extension of stay. This application should be made PRIOR to the expiration date of the DS-2019.

Eligibility

- 1. Student has maintained status (full-time enrollment, lawful employment, valid passport & DS-2019)*
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: Academic probation, suspension or other delays are not acceptable reasons for program extension.**
3. Student must apply before the expiration date listed on his/her DS-2019.

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 must cover the amount required for the J-1 principle visa holder and any J-2 dependents.
3. Proof of health insurance for the requested period of extension for you and any J-2 dependents.

The International Center will review your request. If your request is approved, the International Center will prepare a new DS-2019 for program extension and this will take 3 business days. Please bring your passport when you come to pick up your new DS-2019 (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.

Illinois Institute of Technology

International Center
3300 S. Federal Street
Main Building, Room 405
Chicago, IL 60616
Phone: (312) 567-3680
Fax: (312) 567-3687

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 or www.xe.com are two currency conversion websites.
- In English