



I-20/ DS-2019 Extension Request Form

Turn this form into our office at least 45 days before your I-20 or DS-2019 expiration date. **Extension requests cannot be processed after the expiration date of the I-20 or DS-2019.**

For Student:

- Update any change in your local address with the Registrar's office AND email intl@uiwtx.edu updated address.
- Clear all holds from your student account, your request will not be processed if you have a hold.
- Complete the top part of this form and submit it to your academic advisor
- Your academic advisor must complete the bottom of this form **OR** email intl@uiwtx.edu with the below information
- Turn the completed form ICC Room 200. (Attach print out of email from you advisor if applicable)

ID# _____ Name _____ Phone _____
Last (family) First

Student signature _____ Date _____

Do you work on-campus? YES NO

For Academic Advisor/Department Head ONLY:

The student above wishes to apply for an extension of the time originally allocated for the completion of their program of study in F-1 or J-1 status. Extensions granted in maximum increments of one year and only with consent of the student's academic department. The below information is also acceptable via email to intl@uiwtx.edu from UIW issued email.

1. The student is pursuing the following academic program:

Major _____ Degree Level _____ Date expected to complete program _____

2. Is this student making normal progress toward the degree? YES NO

3. Do you recommend this student be given additional time to continue studies YES NO

4. This student has not yet completed the current program of study due to (check all that apply):

___ No unusual delay, original length of time was not reasonable

___ Delay caused by a change in major field of study

___ Delay caused by a change in research topic or unexpected research problems

___ Other (please explain) _____

5. PLEASE ATTACH a copy of the student's updated DEGREE PLAN to this form

Advisor signature _____ Title _____

Printed name _____ Email _____ Date _____

For ISSS use ONLY:

SEVIS input date: _____ Email to Payroll Today's date: _____ DSO Signature: _____

Updated
11/27/2017