

Extension of Stay for F-1/J-1 Visa Students

Federal regulations require F-1/J-1 students to have a valid Certificate of Eligibility (Form I-20/DS-2019) at all times. F-1/J-1 students who will not be able to complete their degree program by the program end date listed on their Form I-20/DS-2019 must come to the Office of International Programs/International Student Services (ISS) to speak to an International Student Advisor about an extension of their stay.

Eligibility

- F-1/J-1 students are eligible for an extension of stay if they are in good academic standing and have properly maintained their F-1/J-1 visa status.
- The delay in completing their degree requirements by the program end date must have been caused by compelling academic or documented medical reasons.
- Students who do not meet the eligibility criteria for an extension of stay or who have already exceeded the program end date on the current Form I-20/DS-2019 must meet with an International Student Advisor as soon as possible to discuss other options.

When to Apply

- An extension of stay must be completed before the program end date on the Form I-20/DS-2019. Please be aware that International Student Services processing times for extension requests are **up to 20 days** upon receipt of all required documents.
- An extension of stay can be granted for a maximum of 12 months at a time.
- If you are a graduate student requesting an extension of your program and all that you have remaining is your **project, thesis or dissertation**, the earliest that you can submit an extension application is 45 days before the end of the current semester.

Required Documents

To apply for an extension of stay, F-1/J-1 visa students must submit the following documents to International Student Services:

- F-1/J-1 Extension of Stay Request Form**
- Copy of current degree plan** (Degree Works acceptable)
- All but Project, Thesis or Dissertation Students:** A recent letter from your graduate faculty advisor stating the compelling academic reasons for the extension.
- Proof of Financial Resources:** Current evidence of all sources of financial support for the student and any dependents. For detailed information about acceptable proof of financial resources, visit <http://international.utsa.edu/forms/confirmation-of-financial-resources/>.
- Confirmation of Financial Resources Form for F-1:** Download at <http://international.utsa.edu/forms/confirmation-of-financial-resources/>.
- Proof of Medical Condition (if applicable):** If a medical condition caused your need for an extension of stay, you must submit a letter written by a licensed physician. The letter must be written on the physician's own professional letterhead and should state that a specific medical condition compelled the student to reduce or to interrupt his/her full course of study. The letter should also specify the semester(s) and dates involved. If the medical condition is considered to be on-going or open-ended, this information should be stated in the letter. In this case, it may not be possible for the student to continue to hold a visa type that requires full-time attendance.
- Additional documentation for J-1 students only:**
 - DS2019 Request Form: <http://international.utsa.edu/forms/request-ds-2019/>
 - Proof of Health Insurance for yourself and accompanying family members

Extension of Stay Request Form

Section 1: This section must be completed by the student.

Last Name: _____ First Name: _____

Banner ID: @ _____ Major: _____ GPA: _____

Local Address: _____ City: _____ Zip code: _____

Email Address: _____ Telephone: _____

I affirm that I have maintained my F-1/J-1 visa status properly, been in good academic standing, and met my department expectations in academic progress and performance. I certify that I have read and understood the F-1/J-1 Extension of Stay handout.

Student Signature: _____ Date: _____

Section 2: This section must be completed by the student's academic department.

1. Please list the student's current academic standing: _____

2. Was the delay in graduation caused by academic probation or dismissal? Yes _____ No _____

3. Please check applicable reasons for the delay in graduation (please check all that apply):

- Change of major
- Change of research topic
- Problems with research
- Lost transfer credit
- Required prerequisites (including English classes)
- Retaking classes
- Other: _____

N/A: Delay was due to a medical condition

4. If applicable, please include any additional information below:

5. Student's anticipated date of graduation:

Year: _____ Semester:
 Summer
 Fall
 Spring

*Please continue on to the next page for signature

Section 3: Approval Signature(s)

Academic Advisor or Graduate Faculty Advisor (Required for both undergraduate and graduate students)

Name: _____ Email: _____

Phone: _____ Signature: _____ Date: _____

Graduate Advisor of Record or Equivalent (Required for graduate students only)

Name: _____ Email: _____

Phone: _____ Signature: _____ Date: _____

To be completed by International Student Services

Current Academic Standing: GS Prob Dism **Current Hours:** _____ credits

I-20/DS-2019 Expiration Date: _____ **Passport Expiration Date:** _____

The student has been placed academic probation or academic dismissal: ___ Yes ___ No

If Yes, Semester(s): _____

Status Maintenance:

- Address
- E-mail
- Telephone

Degree Plan submitted: ___ Yes ___ No

Proof of Financial Resources submitted: ___ Yes ___ No

Proof of Health Insurance submitted (J-1 Only): ___ Yes ___ No

This program extension request is: ___ Approved ___ Denied

DSO/ARO Name: _____ **Date:** _____

FSA Atlas Note Entry: ___ Done **Emailed to Student:** ___ Done