International Student Services

Program Extension Application for F-1 and J-1 Students

STUDENT COMPLETES THIS SECTION:

Important Things to Know:

- You may apply for a program extension **in the final term** before your I-20 or DS-2019 expires.
- You need to apply for an extension **BEFORE** your I-20 or DS-2019 expires. If you don't, *you may be required to leave the U.S*.
- ISS needs **5 business days processing time**—it is important to apply in a timely manner.
- In addition to this form, please submit **an unofficial transcript** from your Self Service Carolina Account.

Name: _____   Birth Date (mm/dd/yy): _____

Major: _____   Level: Bachelors   Masters   Doctorate   JD

Email: _____   Phone: _____

ACADEMIC ADVISOR COMPLETES THIS SECTION:

By law, this information must be reported by the University to the U.S. Department of Homeland Security. The student must have a valid I-20 (for F-1) or DS-2019 (for J-1) throughout the entirety of his/her program of study.

1. **[REQUIRED] Please indicate which semester the student will graduate.**
   Fall 20___   Spring 20___   Summer 20___

2. **If a graduate student, list the student's expected defense date:** _____
   <div align="center">mm/dd/yy</div>

3. **[REQUIRED] Is this student making normal progress towards degree completion?** Yes ___ No____

4. **[REQUIRED] For what reason does this student need a program extension?**
   ___ Change in academic major/program
   ___ Change in research topic
   ___ Transfer to USC caused student to lose credits
   ___ Delays caused by medical condition (official documentation required)
   ___ Unexpected research problems
   ___ Other (please explain)

5. **[REQUIRED] Please state specifically what remains to be completed on the thesis or dissertation AND/OR what courses remain for the student to complete**:

My signature confirms that I recommend this student be allowed additional time to complete his/her studies.

_____   _____   _____
Advisor's Signature   Date   Advisor's email address

_____   _____
Advisor's Name and Title (please print)   Telephone