PURPOSE

The purpose of this procedure is to provide guidelines for granting program extensions for internationals students.

PROCEDURE

1. An F-1 (international) student who is unable to complete his or her program of study by the date of completion listed in Item #5 on the I-20 form must apply for a program extension. Delay caused by academic probation or suspension is not an acceptable reason for program extensions. The student must apply for the extension within a 30-day period before the original date of completion. If a student’s date of completion has expired and a program extension has not been requested, the student is considered out of status and must apply for reinstatement.

2. The student must:
   - Obtain a Form I-20 A-B from the authorized school of attendance bearing the student’s Form I-20 ID/Admission number. It is suggested that the Form I-20 A-B be executed as follows: check block 3 (e) (“Other”) and specify “for program extension,” and update item 5 to reflect the new expected completion date;
• Complete Item 11 of the Form I-20 A-B;
• Complete Section A, questions 1-6, of Form I-538; and
• Submit the completed Forms I-20 A-B and I-538 to the Primary Designated School Officer (PDSO) within the 30-day period before the expected completion date noted on the initial Form I-20 A-B for the new student’s current program or level.

3. The Primary Designated School Officer must:
• Certify Section B of Form I-538; on the reverse side of Form I-538, note the following: “Pursuant to 8 CFR 214.2 (f)(7)(iii), program extension is granted.”
• Attach new I-20 ID from the new Form I-20 A-B to the student’s old Form I-20 ID;
• Make copies for the file;
• Return both I-20 ID’s to the student;
• Attach Form I-538 to Form I-20 School Copy of the new Form I-20 A-B, and send them both to the INS Data Processing Center in Kentucky no later than 30 days after approving the program extension. No confirming letter or other documentation need be included; and
• No additional action is required for spouses or children in F-2 status as long as they are referenced on the back of the new Form I-20 ID.

4. Any changes in status of an international student must be submitted through the SEVIS database.