



## I-20 Extension Guide

Please read the following guidelines carefully:

### General

- Students are able to extend *minimum* of one semester and *maximum* one year at a time (not more than one year from current I-20 expiration date).
- The general processing time for I-20 extension is two weeks.
- Students must submit **full and complete** application to ISS for extension **on or prior to the end date on their I-20**. If a student submits an application, or does not send all of the correct information for the extension **after the end date on the I-20**, they are considered out of status. In this instance, an extension may not be requested, but instead, students must reinstate in order to remain in the US and extend their studies.

### Tuition

- Please include how many credits they will be taking each semester until the projected graduation date. This helps us calculate annual living and tuition expenses for individual students.
- If a student is a graduate student, please indicate their tuition rate (resident fee or non-resident fee). This also helps us calculate their expected tuition fee.

### Financial Support

- Financial support from the department is accepted when the student is GA, TA, or RA.
- If a student is funded by the department, please include what the student's job title is (GA, TA, or RA) and what the pay will cover (i.e. tuition and health insurance).
- If a student is requesting to extend one semester, we will divide the expected expenses by two (two semesters) and compare with the financial documents they have provided us.
- Students whose financial support from the department do not cover the all expected expenses, or is not applicable will be contacted to provide additional personal financial documents.
- The financial funds must be liquid assets (you must be able to pay tuition, rent, etc. with the funds) per International Admissions Office. Property is not proof of funding.
- The funds must be available for use. For example, the government bond that cannot be redeemed for 2 years is not acceptable.

- If the student is submitting their own financial support and if the name(s) on the bank and sponsor statement need to match. If the student is financially supported from another individual, the affidavit of support will need to be submitted along with their bank statement.
- If one F-1 student is financially supporting another F-1 student, ISS will need to make sure s/he has enough funds to support both students. More information may be requested from either student.
- Sponsored Students will need to submit their financial guarantee letter as the financial support document.