



# Program *Extension* Request

For F-1 students

In order to obtain a program extension, you must show that you have continually maintained status and that the extension is needed for **compelling academic or medical reasons**, such as change of major or program of study, or documented medical illness. Delays in completing your program caused by failing grades or taking courses that are not in your program of study are not valid reasons for program extension approval. You may be eligible for an I-20 extension if the following criteria are met:

- The delay was caused by documented academic or medical circumstances,
- You have sufficient financial resources for your continued attendance and living expenses, and
- The extension is requested in a timely manner, with sufficient time for processing before current I-20 expiration date

Surname/Last Name		Given/First Name		Middle Name(s)		Valley ID	
Date of Birth (MM/DD/YYYY) / /		Gender ___ Male ___ Female		Number of F-2 Dependents		Phone Number ( )	
SEVIS ID# N				Program of Study			

### IMPORTANT NOTES:

- This request must be received in the Admissions, Registration and Records office at least 14 days prior to the expiration date on your current I-20.
- To be eligible for extension, you must be maintaining status, making normal progress toward completion of your degree, and have academic requirements remaining.
- Extensions may only be granted to students who can demonstrate they have compelling academic or documented medical reasons.

### Checklist of Required Documents:

- A letter, written by you, that explains why you are requesting an extension.
- A letter from your academic counselor detailing any academic delays in your program of study and all degree requirements left.
- Supporting financial documents.

*I hereby certify that:*

- *I have read the request form instructions and information in full*
- *The information I have provided is, to the best of my knowledge, accurate*
- *I understand I (and any F-2 dependents) must have full health insurance for the duration of my F-1 status if I began my studies at KVCC Fall 2014 or after.*
- *I understand I must report any address changes, current (U.S.) or permanent (out of U.S.) to Kalamazoo Valley Community College within 10 days of the change and any change in program within 5 days of the change.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date