

# Carnegie Mellon University

## Office of International Education

5000 Forbes Ave, Cyert Hall, 1<sup>st</sup> Floor, Suite 101, Pittsburgh, PA 15213  
 Phone: (412) 268-5231 • Email: [oiie@andrew.cmu.edu](mailto:oiie@andrew.cmu.edu) • Web: [www.cmu.edu/oiie](http://www.cmu.edu/oiie)

### **Program Extension for I-20/DS-2019 for F and J Students**

If you are unable to complete your program of study by program completion end date listed your most recent Form I-20/DS-2019 immigration document ("Program of Study Box" on I-20 (pg. 1)//Box #3 on DS-2019), you must request and receive a new document from the Office of International Education (OIE) *prior to expiration of your current document*. Failure to comply with deadlines may result in the loss of legal F or J student status. Contact [OIE@andrew.cmu.edu](mailto:OIE@andrew.cmu.edu) with questions.

#### **Conditions and Limitations:**

You may apply for an extension of your program if all of the following apply:

- The expected completion of studies end date on your I-20/DS-2019 has not passed.
- You are currently in lawful F or J status.
- The delay in completing program requirements has been caused by compelling academic reasons (listed below).
- **NOTE:** You must apply for an extension *before* the end date listed on your I-20/DS-2019 and submit this request and required documents up to 30 days in advance of the end date.

**If you do not meet the requirements for an extension listed above, you may need to apply for reinstatement to lawful F or J status. In this case, a consultation is necessary and you must schedule an appointment with your OIE advisor.**

#### **Application Process:**

1. **Be Informed.** Read this handout thoroughly and carefully.
2. **Receive your Advisor's Recommendation.** Have your academic advisor complete the "Academic Advisor's Recommendation for Extension of Program of Study (page 2 of this form)."
3. **Obtain Proof of Financial Support.** Submit proof of financial support to cover the additional time you will need to complete your program. You must include evidence of financial support for tuition, living expenses, and for any dependents (see current expenses below).
  - a. For department funding, your academic advisor/program coordinator must provide that information (pg. 2) of this form.
  - b. If you are funded by a source other than yourself, then you must submit **OIE's Affidavit of Support Form** (see [undergraduate form](#) or [graduate form](#)) from your sponsor with original supporting financial documents, such as original bank letters showing available funds. **The supporting financial documents must be no older than 6 months.**
4. **Submit the complete Extension Request to OIE to obtain an updated I-20/DS-2019**
  - a. Submit a completed request with all supporting documents to OIE. OIE will generate an updated I-20/DS-2019 with a travel signature for you and your dependents within 10 business days. You must keep this and all previous copies of your I-20s/DS-2019s.

<b>Estimated Expenses 2025-2026</b>			
<b>Undergraduate Expense Type</b>	<b>Undergraduate Student Expenses</b>	<b>Graduate Expense Type</b>	<b>Graduate Student Expenses</b>
Tuition and fees	\$68,776	Tuition	<a href="#">Contact Academic Dept.</a>
Living Expense - Housing	\$11,250	Fees	\$976
Living Expense - Food	\$7,644	Living Expenses	\$30,210
Health Insurance	\$2,967	Health Insurance	\$2,967
Books and Supplies	\$2,400	Books and Supplies	\$2,212
<b>Total</b>	<b>\$93,037</b>	<b>Total</b>	<b>\$36,365 + Tuition</b>
<b>Dependent Expenses (if Applicable)</b>	<b>Additional Undergraduate Expense</b>	<b>Dependent Expenses (if Applicable)</b>	<b>Additional Graduate Expense</b>
Spouse	\$10,992	Spouse	\$10,992
One Child	\$8,304	One Child	\$8,304
Each Additional Child	\$5,388	Each Additional Child	\$5,388

#### **Other Important Information:**

1. It is your responsibility to comply with all immigration regulations which apply to your F/J student status.
2. Failure to meet your responsibilities may result in the loss of eligibility to apply for benefits provided to nonimmigrant students. i.e. you may not be eligible for any type of employment – even on-campus employment through a scholarship, fellowship or assistantship – or apply for school transfer, practical/academic training or other benefits **if you do not file for an extension before your document expires.**

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### Academic Advisor's Recommendation for Extension of Program of Study

**Student:** Complete the following information, and then give this form to your Academic Advisor.

CMU Academic Department:		Date of I-20/DS-2019 Expiration:
Surname/Family Name:		Given/First Name:
Date of Birth:	Passport Expiry Date:	AndrewID:
Current US Address:		
(Street)	(#Apt)	(City)
		(State & Zip Code)

\*Address must also be updated in SIO!

**Academic Advisor/Department:** Required for all extension requests: Complete for the student named above. Immigration regulations require specific information for a student in F-1 or J-1 status to be granted an extension of the time limitation placed upon the student's current program of study.

List Academic Department:	Academic Program:
Academic Degree Level:	
Cost of Tuition (per semester): \$	Check Here If ABD Tuition:

1. Has this student been continuously enrolled for a full course of study?    Yes \_\_\_\_\_ No \_\_\_\_\_
2. This student will complete requirements for their current program in **(Fall/Spring/Summer):** \_\_\_\_\_ **20** \_\_\_\_\_
3. This student has not yet completed the current program of study due to **(check reason below):**

Note: the reasons listed below are the only ones allowable under current regulations.

- Delay caused by a change and/or addition in major field of study (change/addition of a minor is NOT a reason for an extension).
- Delay caused by a change in research topic.
- Delay caused by lost credits upon transfer to CMU.
- Delay caused by unexpected research problems.
- Delay caused by previously authorized or currently authorized **OIE approved** medical [Reduced Course Load](#).
  - Other (Note: "Other" is provided for advisors to describe compelling academic reasons that require a student to extend, but OIE will not be able to extend a student's I-20 or DS-2019 if no regulatory basis can be found).

**IF FUNDED BY THE ACADEMIC DEPARTMENT:** Complete the information below to indicate the amount of financial support being provided by the department for the student named above.

Departmental Support Begins on:	Amount of Tuition Support Being Provided: \$
Amount of Monthly Stipend: \$	Is Stipend for:    9 Months    12 Months    Other

NOTE: Providing materially false, fictitious, or fraudulent information may subject you to criminal prosecution under 18 U.S.C.1001. Other possible criminal and civil violations may also be applicable.

**ACADEMIC ADVISOR/DEPARTMENT SIGNATURE REQUIRED:** I therefore recommend that this student be allowed additional time to complete studies.

(Name of Academic Advisor/Authorized Department Personnel - Print)	(Signature of Academic Advisor/Authorized Department Personnel)
(Telephone Number and/or email address)	(Date)