

## International Student Request for Extension of Time for a Program of Study

Name of Student: \_\_\_\_\_ USF ID#: \_\_\_\_\_

**Academic Advisor or Department Head:** This form is provided for your convenience and is designed to communicate information required by the U.S. Department of Homeland Security. The international student named above wishes to apply for an extension of time allocated for completion of his/her program of study.

1. The student is engaged in the following academic program:

Major: \_\_\_\_\_ Minor/Emphasis: \_\_\_\_\_

Degree: \_\_\_\_\_ ☐ Non-degree exchange program student

Total number of credits required for degree: \_\_\_\_\_

Number of remaining credits required for degree completion: \_\_\_\_\_

2. **Date expected to complete degree/exchange program:** \_\_\_\_\_  
Month / Date / Year

*For doctoral students in the School of Education:*

Date of Advancement to Candidacy: \_\_\_\_\_ Dissertation defense date: \_\_\_\_\_  
Month/Date/Year Month/Date/Year

*For doctoral students in the School of Nursing:*

Date of qualifying exam: \_\_\_\_\_ Date expected to complete DNP project: \_\_\_\_\_  
Month/Date/Year Month/Date/Year

3. Is this student making normal progress toward his/her degree?

\_\_\_\_\_

4. Do you recommend this student be given additional time to continue his/her studies?

\_\_\_\_\_

5. This student has not yet completed the current program of study due to (please check all that apply):

\_\_\_\_ Delay caused by a change in major field of study

\_\_\_\_ Delay caused by unexpected research problems

\_\_\_\_ Delay caused by lost credits upon transfer to our school

\_\_\_\_ The original length of time given to complete studies was not reasonable for an average student in this program.

\_\_\_\_ Other\*: \_\_\_\_\_

\* Delay caused by academic suspension or probation is not acceptable.

\_\_\_\_\_  
Signature of advisor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Campus Address/Tel#

\_\_\_\_\_  
Date

**F-1 students and J-1 exchange visitors who apply to the ISSS office for an extension of their program must also submit documentation showing that they and/or their sponsor have sufficient funds available to cover the estimated expenses for the period of their requested extension.**

**INSTRUCTIONS TO STUDENT:** Please return this form and accompanying financial documentation to the ISSS office at least 30 days before the program end date on your I-20/DS-2019 form.