An F-1 or J-1 international student may request an extension of stay if the student did not complete his/her course of studies by the date indicated on item #5 of the I-20 or #3 of the DS-2019. If additional time is necessary to complete required elements of the current degree program, the student must submit the required documents requesting an extension of stay no less than 15 days before the ending date to guarantee timely processing. The student may submit the request no more than 90 days prior to the I-20/DS-2019 expiration.

Eligibility

The student must have maintained his/her status as a full time student. If the student violated his/her status as an international student and is out of status, the student must complete the reinstatement procedure. (See International Office advisor for details on Reinstatement).

Application Procedure

The student must submit the following documents:

1. I-20 or DS-2019 Request Form;
2. Financial documents and sponsor letter (original) indicating your ability to fund your studies for one academic year or duration of the extension, whichever is shorter;
3. Letter from Department Academic Advisor (if the reason is medical related, a letter from a licensed physician is also required);
4. Copy of passport (biographical page with expiration date); and

The International Office must review and endorse all extension of stay requests submitted to U.S. Citizenship and Immigration Services. Upon the approval of the request, the International Office will issue a new I-20 or DS-2019. Student may pick up the new I-20/DS-2019 two (2) weeks after submission of all required documents.
SAMPLE LETTER
(Letters must be printed on department letterhead)

Date

Ms. Jane E. Arellano, District Director
U.S. Citizenship and Immigration Service
300 N. Los Angeles Street
Los Angeles, CA 90012

RE: Extension of Stay for Ms. J. Doe to Complete an Academic Program

Dear Ms. Arellano:

Ms. Doe is a Master student in good standing at California State University, Los Angeles Department of History. She began her studies in Fall 2000 and is expected to finish by _______ _______ (Month/Year). (Explain what the student has yet to complete, for example: thesis, comprehensive exam, or specific number of units.) She is making good progress toward her degree.

The reason the student needs the extension is… (explain the valid academic or medical reason why the student did not complete the course of study within the time indicated on the I-20.)

Sincerely,

Academic Advisor