

---

## Student Program Extension Request

---

### Part I: Instructions

International students are admitted to BHSU and are given an *estimated* length of time necessary to complete the degree for which they have been admitted. There are often valid reasons that a student is unable to finish a degree by the completion date noted on the I-20/DS-2019. If this is the case, the student is required to apply for a program extension through the Office of International Relations & Global Engagement.

To be eligible for a program extension, you must have “continually maintained status” per USCIS and BHSU regulations, and that the delay in completion is “caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses.” To apply for an extension, submit this form **before** your program end date. I-20/DS-2019s cannot be extended after the program end date and the student will be considered out of status with USCIS. Student will be notified when the new I-20/DS-2019 has been issued. Student should keep all previously issued I-20s or DS-2019s for their permanent record.

---

### Part II: Student Information

Family/Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
BHSU Student ID#: \_\_\_\_\_ Education Level: Bachelor’s Master’s

---

### Part III: Request & Signature

For the period of extension, I will enroll – check one:

- Full time – at least 12 credits undergraduate or 9 credits graduate (MBA students: 6 credits)
- Less than full time – I will enroll for \_\_\_\_\_ credits
- Continuous Registration – Graduate students in last semester only
- Thesis or Research – 1 credit only – Graduate students only

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part IV: To be Completed by the Academic Advisor:

The reason the student has not completed is: (please check all that apply)

\*Students may retake courses to improve GPA; however, extension will not be granted if the courses are being taken for GPA purposes only and if the student can graduate without retaking the courses.

- Delay caused by a change of major field of study. Adding a minor may not extend a student's program.
- Delay caused by a change in research topic.
- Delay caused by unexpected research problems.
- Delay caused by lost credits upon transfer to BHSU.
- No unusual delay. The original length of time given was not sufficient for completion of the program.

I certify that the above information is correct and recommend that the student be granted a program extension until:            Fall        Spring \_\_\_\_\_ Year

Name of Academic/Faculty Advisor: \_\_\_\_\_

Advisor/Faculty’s signature: \_\_\_\_\_ Date: \_\_\_\_\_