

This request is for international students that requires additional time for the completion of their program of study, the student must complete Part I on the Program Extension Request and have Part II & III completed by the academic department.

1. Once you have completed this form, you must log in to the OGS Program Extension e-form available [here](#). The e-form will require you to upload the completed form and financial documents which demonstrate that you have access to funds that will cover the expenses you will incur during the additional term(s) needed to complete your program.
2. The extension of your I-20 or DS-2019 will depend on eligibility. If your request is incomplete, it will be denied and you will be required to resubmit the e-form.
3. The OGS requires at least 10 business days to process your request.

Important: The program extension request must be submitted **at least 30 days prior to your current I-20 or DS-2019 end date.**

Part I: Student Information (To be completed by the student)

Student Name: _____ Northeastern ID: _____
 Degree & Major: _____ Number of credits for the extended duration: _____ hour(s)
 Remaining courses to be taken during extension: _____

Part II: Verification by Academic Department (To be completed by the student's academic advisor or Graduate Program Director)

❖ **Please check one of the following to ensure the student's eligibility to request a program extension:**

- This student has maintained full-time academic status during the regular academic terms and has been making satisfactory progress toward the successful completion of their program.
- This student could not maintain full-time status during the regular academic terms for the following:
Reason(s): _____

❖ **Please choose one of the following reason(s) for the extension request*:**

This request is subject to review by OGS. If additional information is required for this request to be considered, OGS will contact the academic department.

- Change of major or research topics - the term when change of major was approved: _____
- Unexpected research problems
- Thesis/Dissertation Continuation
- Documented illnesses – A reduced course load or medical leave must have been granted by the University Health & Counseling Services (UHCS)
- Other Academic Circumstance - please specify: _____

NOTE: The below reasons are not acceptable for I-20/DS-2019 program extension:

- Enrolling in additional courses to improve GPA or for personal interest that is not required for program completion
- Engaging in supplemental on or off campus research that is not required for program completion
- Finishing outstanding coursework for an incomplete grade from a previous term
- Retaking a failed class that is not required for program completion
- Engaging in supplemental experiential learning experience/practical training experience that is not necessary or integral for program completion.

Date of New Program Completion:

Semester Based Programs

- Fall (December 20)
- Spring (May 8)
- Summer I (July 2)
- Summer II & Full Summer (_____)
- Other: _____ (i.e. Law school, thesis/dissertation)

Quarter Based Programs

- Fall (December 19)
- Winter (April 6)
- Spring (July 3)
- Summer(_____)

Program Completion Year:

Part III: Signatures (To be completed by the student's academic department)

1. Academic Advisor or Graduate Program Director (required):

To the best of my knowledge, the information pertaining to this student is accurate and complete, and represents the program requirements for program completion.

Print Name & Title: _____

Signature & Date: _____

2. SEVIS contact: required for Graduate students and all CPS students (if Academic Advisor is different from SEVIS contact).

To the best of my knowledge, the information pertaining to this student is accurate and complete, and represents the program requirements for program completion.

Print Name & Title: _____

Signature & Date: _____ College/Graduate School: _____