



International Student Services
Global Engagement Office
Email: ISS@scu.edu
Phone: (408) 551-7037
Fax: (408) 554-2340

ACADEMIC ADVISER'S RECOMMENDATION FOR EXTENSION OF TIME FOR A PROGRAM OF STUDY

Student Information:

First Name: _____ Last Name: _____

Date: _____ Student ID#: _____ E-mail: _____

Local Phone #: _____ Current End Date of I-20: _____

Note to Academic Advisor or Department Head: This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of Department of Homeland Security [DHS]. The foreign student whose name appears above wishes to apply for an extension of the time allocated for completion of his or her program of study. **Note that additional course(s) must count toward degree.** Please complete the form in full and return it to International Student Services (ISS).

Student:

Please submit the following to ISS no later than 30 days prior to the expiration date on your Form I-20:

- Request for Extension Form completed and signed by your Academic Advisor or Department Head.
- Evidence of financial support to cover the period requested in the extension. If your funding comes from a sponsor, you must submit an Affidavit of Support letter along with your financial documents.

To Be Completed By Your Academic Advisor:

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

Major: _____

Number of Credits Required for Degree: _____

Remaining Units To Be Completed: _____

Original Quarter/Year expected to complete program of study [month/day/year]: _____

NEW Quarter/Year expected to complete program of study [month/day/year]: _____

Ph.D. Students: Date of candidacy or comprehensive exam _____

2. Is this student making normal progress towards his or her current degree? **Yes** **No**
3. Do you recommend this student be given additional time to continue his/her studies? **Yes**
 No
4. This student has not yet completed the current program of study due to [please check all that apply] :
- Delay caused by change in major field of study
 - Delay caused by a change in research topic
 - Delay caused by unexpected research topic
 - Delay caused by lost credits upon transfer to our school
 - Other [please explain on the reverse side of this form]

Please provide an explanation for each reason checked above (REQUIRED):

Advisor Name & Title: _____

Advisor Signature: _____ **Date:** _____