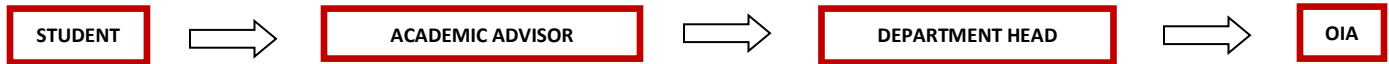


This form is used to request an I-20 extension to complete degree requirements. A new SEVIS I-20 is necessary if the student is extending his/her program to a later date than the program end date listed on their current SEVIS I-20. This form can be submitted as early as 45 days before the program end date but cannot be submitted after the program end date has passed. Any missing information will result in a delay of processing.

This document is to be routed electronically via email (forward) by each office following the routing process below:



PART A: GENERAL INFORMATION - THIS SECTION TO BE COMPLETED BY THE STUDENT *(please type or print clearly)*

Name: _____ SEVIS ID: _____

ULID: _____ Major: _____

Student's signature: _____ Date: _____

By submitting this form, I certify that I am responsible for all estimated expenses on the form I-20 that are not covered by my scholarship or sponsoring agency. I certify that all information on this request form is true and correct. Students whose funding does not cover all costs must also complete the [Confidential Financial Information Form](#) and provide bank statements. Confidential Financial Information Form is not required for sponsored students who have scholarships that meet the University's [current financial requirements for undergraduate study](#). Financial guarantee letter is required for sponsored students (Aramco, SACM, Oman, Chevron).

Undergraduate Student: Please email (**SUBJECT LINE: I-20 Extension Request**) this form your academic advisor and ask them to follow the instructions below.

PART B: ACADEMIC INFORMATION - THIS SECTION TO BE COMPLETED BY THE ACADEMIC ADVISOR AND DEPARTMENT HEAD. *If you have questions, please email oia@louisiana.edu or contact us at 337-482-9028.*

An extension cannot be granted for the sole purpose of obtaining employment (CPT or OPT). The department confirms that a compelling academic reason exists which requires an extension of the above-named student's program and SEVIS I-20. There must be "compelling academic reasons" (8 C.F.R. 214.2 (f) (7) (iii)) and requirements for an extension of program. Students requesting an extension who have completed all coursework are instead encouraged to apply for Optional Practical Training (OPT).

Projected Graduation dates must match dates listed on the University's [academic calendar](#). Please note that SEVP guidelines only allow for an extension of 1 year at a time from the student's program end date. Students needing extensions of more than 1 year will be required to request another extension.

ACADEMIC REASON NECESSITATING THE PROGRAM EXTENSION:

The verbiage below will be included on the student's SEVIS (*Student Exchange Visitor Information System*) record and will be reported to the U.S. Department of Homeland Security. If selecting 'OTHER,' please ensure that you list a specific and compelling ACADEMIC reason necessitating the I-20 extension.

1. Circumstances which necessitate extension *(please check all that apply)*:

- Change of major from _____ to _____.
- Course not offered during previous semester
- Delay due additional coursework required

Other (please give brief explanation – *Please note that if the extension is due to the pandemic, it must be noted specifically how the COVID-19 pandemic contributed to the delay of the student’s graduation.*) _____

2. New projected graduation date: _____ (Use [academic calendar](#)* for commencement date)
MM/DD/YYYY

**For multiple commencement days, use the first one listed. If commencement date is more than 1 year from current program end date, student will have to request another extension next year.*

Academic Advisor Email Address: _____

Academic Advisor Phone Number: _____

Academic Advisor Name

Academic Advisor Signature

Date

Department Head Email Address: _____

Department Head Phone Number: _____

Department Head Name

Department Head Signature

Date

ACADEMIC DEPARTMENT: Please forward this form to uia@louisiana.edu. Form must be received directly from the department.

PART C: FUNDING INFORMATION - THIS SECTION TO BE COMPLETED BY THE OFFICE OF INTERNATIONAL AFFAIRS.

List UL Lafayette source(s) of financial support for the duration of the academic year.

All I-20 extensions require proof of updated funding that matches the current required amounts for the University for 1 year of undergraduate enrollment. Students must complete the [Confidential Financial Information Form](#) and provide bank statements, financial guarantee letter (sponsored students) OR if a student has an assistantship verification provided by the department (below).

Has University scholarship through projected graduation date listed on page 1: YES NO N/A

Has outside scholarship projected graduation date listed on page 1: YES NO N/A

FUNDING SOURCE	DURATION <small>(check all that apply. These amounts for semesters moving forward, not current, or previous).</small>			TOTAL AMOUNT
	Spring	Summer	Fall	
	Spring	Summer	Fall	
	Spring	Summer	Fall	
	Spring	Summer	Fall	
	Spring	Summer	Fall	

Additional comments/remarks:

