Extension of Stay/Program
Academic Advisor’s Recommendation Letter

Students:
Submit this completed form to the OISS with a copy of your Program of Study (graduate students) or u.achieve audit (undergraduates) at least 2 weeks BEFORE the end date of your latest I-20/DS-2019.

Graduate students- please work with your academic advisor to obtain your Program of Study.
Undergraduate students- go to your my.emich account to print your u.achieve audit (follow Student tab-Student Records-UG Degree Audit (u.achieve)- Choose “printer friendly” on right side of screen).

Your Program of Study or audit should reflect the information below and show how many more classes you need to complete your degree.

Must be completed by Academic Advisor or Medical Professional:

Date: __________

Student’s Name__________________________________________________________ E____________________

This is to certify that __________________________ is currently a student in good standing at Eastern Michigan University. He/she has made normal progress toward completing a _____________ degree in __________________________. However, he/she is unable to complete all requirements for the degree by _____________ and is requesting an extension until _____________ because of compelling academic (or medical) reasons. As his/her academic advisor (medical professional), I recommend this extension due to the reason below:

Mandatory: Please briefly explain reason for extension

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Advisor/Medical Professional Name (printed) __________________________ Signature

Telephone __________________________ Email __________________________

Circle One: Academic Advisor OR Medical Professional