

Extension of Stay/Program

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. If the program is not extended before I-20 program end date, you will have to apply for reinstatement or exit the U.S. and obtain a new visa with a new I-20 with a new SEVIS ID.

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.

Student Name

EID

Signature

Date

Must be completed by Academic Advisor:

Please note that the Student Exchange Visitor Information System (SEVIS) only allows degree programs to be extended one year at a time. Students can apply for an additional extension if needed. Please note that extensions cannot be granted for failed courses, incomplete courses or delays due to academic probation.

This is to certify that (student name) _____ is eligible to enroll at Eastern Michigan University for the next term. He/she has made normal progress toward completing a (degree level) _____ degree in (major/program) _____. However, he/she is unable to take all required courses for the degree by (semester/year) _____ and is requesting an extension until (semester/year) _____ because of compelling academic (or medical) reasons.

As his/her academic advisor, I recommend this extension due to the reason below.

Required: Please briefly explain reason for extension:

Academic Advisor Name (printed)

Signature

Date

Email