Information Regarding an I-20 Extension Recommendation
For F-1 visa international students needing additional time to complete program of study.

Information for Program Advisor:
- An I-20 is a document issued by the Center for International Education (CIE) when an F-1 visa holding international student is admitted. It includes an anticipated program completion date based on the timeline shown on the program curriculum sheet. This anticipated program completion date is also the I-20 expiration date.
- If a student needs more time to complete his/her program of study, an I-20 extension must be completed before the expiration date.
- A recommendation by the program advisor is requested by CIE in order to assist with the assessment of I-20 extension eligibility. A walk-in advisor may provide the recommendation if the program advisor is not available to meet with the student prior to the I-20 expiration date.
- The recommendation is given by completing the I-20 Extension Recommendation Form.
- A recommendation alone may not be sufficient to warrant an I-20 extension, as CIE staff must consider other factors prior to granting final authorization. If CIE denies an extension request, the student will be given additional guidance as necessary.

Instructions for Student:
1. Bring the I-20 Extension Recommendation Form and this page of instructions to your program advisor. Plan ahead and schedule an appointment early, as a walk-in advisor may provide the recommendation only if a program advisor is unavailable to meet with you prior to the I-20 expiration date.
2. Provide the advisor with information on why an I-20 extension is needed. If the advisor agrees to give you a recommendation, ask him/her to complete the I-20 Extension Recommendation Form.
3. Return the form and financial support documentation to CIE to request final authorization.
4. Financial support documentation must:
   - Have been issued less than one year ago.
   - Be accompanied by an Affidavit of Support Form, if the financial documentation is not from your personal bank account or if an affidavit from your current financial sponsor is not already on file with CIE.
   - Show the amount of funding needed to cover the duration of the extension. This must be based on the estimated expenses information provided online at: http://madisoncollege.edu/estimated-expenses-international-students. If less than a one year extension is needed to complete your program:
     A. Cut the annual tuition amount shown in half (to estimate the tuition for one semester).
     B. Divide the annual living expenses by 12 (to estimate the monthly cost of living).
     C. Count the number of months between the requested extension date and when your current I-20 expires. Multiply this number by the estimated monthly cost of living calculated in step B.
     D. Add the totals from steps A and C. This is the amount needed to be shown on the financial support documentation submitted with your I-20 extension request.

NOTE:
- Apply early! An I-20 extension may only be granted before the expected completion date listed in item #5 of your I-20. Requesting an extension even one day after this date is too late and legal F-1 visa status would be lost.
- Plan ahead! Both a completed I-20 Recommendation Form and sufficient financial support documentation (with Affidavit of Support, if needed) must be submitted to CIE at least one week before the I-20 expiration date to allow time for final review and processing by CIE.
I-20 Extension Recommendation Form

See “Information Regarding an I-20 Extension Recommendation” for instructions.

Student Name: ___________________________ Student ID #: __________________

To be completed by program advisor:

1. This student is currently pursuing the following program(s) of study: _________________________________.

2. This student has ______ (number of) credits remaining for program completion.

3. I anticipate this student will complete these credits by the end of ________________________ (semester/year).

4. The need for an extension is based on the following reason(s):
   (check all that apply)
   □ Fewer credits taken than needed to finish program as outlined on the program curriculum sheet.
   □ Additional program(s) added or otherwise changed his/her program of study.
   □ Remedial courses taken or course(s) repeated to improve his/her grade and understanding of the material.
   □ Experienced a delay due to a medical situation or health condition.
   □ Other: _______________________________________________________________________________

I have discussed the need for an I-20 extension with this student. Based on the information available to me, I am recommending an extension through the above-mentioned semester.

Recommendation provided by:
   Advisor Name (please print clearly): ________________________________
   Signature: ___________________________ Date: _______________________

To be completed by student:

I confirm that the information discussed with this advisor and provided on this form is truthful and accurate. I understand that CIE must receive financial support documentation before reviewing the extension request.

   Student Signature: ___________________________ Date: _______________________

For CIE Use Only:

P/DSO Review Check-List (initial and date as each are completed):
   □ Recommendation Form complete: YES/NO.
   □ Financial support documentation ( & Affidavit of Support, if needed) sufficient: YES/NO.
   □ Making normal/satisfactory progress: YES/NO.
   □ Maintaining valid visa status: YES/NO.
   I-20 Extension APPROVED / DENIED by _________________ (P/DSO Name) on _________________ (date).
   Comments: _______________________________________________________________________________

Processing Steps (initial and date as the following steps are completed):
   If Approved:
   □ Extension & funding noted in SEVIS. New I-20 issued.
   □ Student notified to collect new I-20.
   If Denied:
   □ Student notified of reason for denial and offered advising re: alternatives.