
Program Extension Application for F-1 and J-1 Students

IMPORTANT INFORMATION:

- You may apply for a program extension **in the final term** before your I-20 or DS-2019 expires
- You need to apply for an extension **BEFORE** your I-20 or DS-2019 expires. If you don't, *you may be required to leave the U.S.*

To be completed by the student:

Name: _____ Student Number: _____

Local phone number: _____ Email: _____

Academic Department: _____ Degree Level: Bachelor Master Doctorate

To be completed by the Academic Advisor or Faculty

By law, this information must be reported by the University to the U.S. Department of Homeland Security. The student must have a valid I-20 (for F-1) or DS-2019 (for J-1) throughout the entirety of his/her program of study.

1. [REQUIRED] Please indicate which semester the student will graduate.

Fall 20___ Spring 20___ Summer 20___

2. If a graduate student, list the student's expected defense (if applicable) date: _____

3. [REQUIRED] Is this student making normal progress towards degree completion? Yes ___ No ___

4. [REQUIRED] For what reason does this student need a program extension?

___ Change in academic major/program

___ Change in research topic

___ Transfer to USC caused student to lose credits

___ Delays caused by medical condition (official documentation required)

___ Unexpected research problems

___ Other (please explain) _____

5. [REQUIRED] Please state specifically what remains to be completed on the thesis or dissertation AND/OR what courses remain for the student to complete:

My signature confirms that I recommend this student be allowed additional time to complete his/her studies:

Advisor Name: _____ Advisor Signature: _____ Date: _____

Department: _____ Phone: _____ Email: _____