

International Student and Scholar Services (ISSS)
Global Education Office (GEO)
2120 Mesa Vista Hall
MSC06 3850 1 University of New Mexico
Albuquerque, NM 87131-0001
Phone (505) 277-4032
Email iadvisor@unm.edu Web: <https://isss.unm.edu/>

F-1 / J-1 EXTENSION OF I-20 OR DS-2019 (STUDENTS ONLY)

If you are unable to complete your program of study by the program end date listed on the front of your most recent I-20 or DS-2019 form you must apply to extend this document to remain in lawful student immigration status.

I. CONDITIONS AND LIMITATIONS

1. You may apply for an extension of your I-20/DS-2019 if:
 - a. The expected program end date on your I-20 or DS-2019 has not passed,
 - b. You have continuously maintained lawful F-1 or J-1 student status, and
 - c. The delay was caused by compelling medical or academic reasons (e.g. change of major or research topic, or unexpected research problems).

Delays caused by academic probation or suspension are not permitted reasons.

2. Apply for an extension *no later than 30-days prior to the expiration date on your I-20/DS-2019*. The international advisor must have ample time to verify, approve and process your request.
3. If you do not meet the requirements for an extension listed above, you may need to apply for "reinstatement" to lawful F-1 or J-1 status. In this case, immediate consultation with the international advisor is necessary.

II. OTHER IMPORTANT INFORMATION

It is your responsibility to follow all immigration regulations that apply to F-1/J-1 Students. If you allow your I-20/DS-2019 to expire, you will not be eligible to continue (or apply for) benefits provided to students. For example, you will not be eligible for any type of employment (even on-campus employment through an assistantship) or to apply for practical/academic training benefits if you do not file for an extension before your document expires.

III. APPLICATION PROCESS

STEP 1: Read this entire handout thoroughly and carefully! Submit ALL documents BELOW for approval.

STEP 2: Complete the extension form on page 2 of this handout: You will need to complete the student section (Section A) and your advisor will complete and sign the Advisor section (Section B). You will upload this form in the **myGEO** portal.

STEP 3: Proof of Financial Support: Get proof of financial support to cover the remaining time you will need to complete your program or one year whichever is longer. You will upload this financial proof in the **myGEO** portal.

Funding amounts for grads are here: <https://international.unm.edu/graduate/scholarship-and-cost-of-attendance.html>

Funding amounts for undergrads are here: <https://international.unm.edu/undergraduate/scholarship-and-cost-of-attendance.html>

If you need fewer than full-time hours to complete the program, you only need to show tuition for the credits you need to complete. You also need to show approximately \$1,300 per month for living expenses. For example, a PhD student who has completed all requirements except the dissertation would need to show only \$700 per semester in tuition (cost of 6 dissertation hours) plus living expenses for each month of the extension. If you have dependents, you will need to show additional living expenses for them (\$6,000 spouse, \$4,000 child).

For financial proof you may use personal funds such as a bank statement or your current assistantship contract (you can use this ONLY if your advisor indicates that your assistantship will continue on page 2 of this form). If you have funds from another source, we will need a letter of support from that source, as well as supporting financial documents, such as bank letters or salary statements showing that the funds are available. Come in to advisor walk-in hours or email iadvisor@unm.edu if you are unsure about minimum financial requirements.

STEP 4: Fill out the GEO Request form here: <https://goto.unm.edu/geo-request>, then log in to your **myGEO** portal and upload the signed extension form and financial proof in section "**2f. Continuing Student Update**"

STEP 5: Pick up your new I-20 or DS-2019 (bring it to your employer if you are working): GEO will notify you by email when the new I-20/DS-2019 is ready. Sign and bring a copy to your employer(s), if any. For assistantships, go to Graduate Studies (Humanities Bldg, Room 107). For UNM Student Employment go to the Student Employment Office.

**REMEMBER! Keep all I-20s/DS-2019s given to you during your studies.
You may need them if you apply for any future immigration benefits!**

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**ACADEMIC ADVISOR'S
 RECOMMENDATION FOR
 EXTENSION OF PROGRAM
 (EXTENSION OF I-20/ DS-2019)**

SECTION A: Student information – TO BE COMPLETED BY STUDENT

NAME: _____ NON-UNM EMAIL: _____
 UNM ID #: _____ US PHONE # _____
 Physical US address: _____

SECTION B: Academic information – TO BE COMPLETED BY ACADEMIC ADVISOR

Academic Advisor: This form is needed for an international student to be granted an extension of their permission to remain in the US in student immigration status (F1 or J1). Immigration regulations refer to the date a student completes the last requirement for the degree as the “completion date”. If the student has completed all degree requirements, is not enrolled in further coursework and is not working on a comprehensive requirement such as a thesis or dissertation, the program is considered “completed” even if the student has not graduated. An international graduate student who has not submitted the thesis or dissertation and who is enrolled for thesis or dissertation hours would qualify for an extension. However, if they have submitted the thesis/dissertation and are taking advantage of the UNM graduate “courtesy policy” they would only qualify for an extension if they enroll in additional substantive coursework in the program.

1. Has this student been continuously enrolled for a full course of study and working full-time toward degree completion? (Undergraduates - 12 credits; Graduates - 9 credits or 6 with assistantship; graduates in thesis/dissertation-only phase ≥1 credit) Yes No
2. Remaining requirements for the program:
 - If this student is an undergraduate, how many credit hours do they need to complete the program? _____
 - If this student is a graduate, have they completed all requirements except thesis or dissertation? Yes No
 If no, how many hours of coursework do they still need? _____
3. Date student is expected to complete ALL requirements for his/her current program: _____
 (mm/dd/yyyy)
4. This student has not yet completed the current program of study due to:
 (Please check all reasons which apply)
 - _____ Delay caused by a change in major field of study.
 - _____ Delay caused by a change in research topic.
 - _____ Delay caused by lost credits upon transfer to our school.
 - _____ No unusual delay. The original length of time given was not sufficient (indicate reason below).
 - _____ Other (please explain below or use the reverse side of this form, if necessary. Delay must be cause by Academic, not personal reasons).
5. After selecting reason(s) above, you must describe the exact circumstances surrounding the delay indicated above:
NOTE: THIS INFORMATION IS REQUIRED!

6. We understand that graduate assistantships are not guaranteed but to the best of your knowledge, is the student likely to receive an assistantship next semester with similar compensation? _____Yes ___No ___ Don't know

I attest that this student is actively working toward completion of the degree requirements and therefore recommend that this student be allowed additional time to complete studies.

Signature: _____ Name and title: _____
 Department: _____ Date: _____