

STATUS EXTENSION (F-1 OR J-1)

Immigration regulations require UNC to allow visitors a standard length of stay to complete their program. Sometimes visitors need longer than what was allotted. In order for CIE to grant an immigration status extension, we need to verify that the visitor is making normal progress and the delay in completion is due to compelling academic, programmatic, or medical reasons as outlined by the Code of Federal Regulation [8CFR 214.2(f)(7)(iii)].

Note: Extensions cannot be granted for delays caused by academic probation or suspension.
Extensions can only be made 12 months at a time.
Extension requests must be made before your program end date.

GETTING STARTED

- Navigate to www.unco.edu/cie/forms
- Select *Extension of Immigration Status*
- Use your UNC student credentials to login

YOU WILL BE FINISHED WHEN

- There is a check mark under “Completed” in all available sections.
- You have clicked the “Submit” button.

FIRST TIME ACCESSING UNC GLOBAL?

You will need to enter the following information before continuing to the Program Extension. (You should only need to do this once.)

- **Foreign Address** – This is not your U.S. address. You need to enter City and Province, so enter the same name in each field.

STEP 1 – Select the Term

Terms Record Update, 20XX

This screen will display one option for the year you will be updating your record, this should be the current year.

STEP 2 – Read the Instructions

Instructions

The Instructions section provides an explanation of the Program Extension requirements.

STEP 3 – Provide a Digital Signature

Signature Documents

The Signature Documents section contains the statement of understanding. You must read it and sign digitally to indicate your agreement and understanding.

STEP 4 – Explain the Circumstances

Questionnaire(s)

The Questionnaire(s) section contains the Program Extension Student Form. To complete it, you must provide specific details about your circumstances requiring a status extension.

STEP 5 – Request Approval

Recommendations/Confirmations

The Recommendations/Confirmations section contains the electronic request link where you will enter your academic advisor’s information, your bear number, and a description of your situation requiring an extension.

We highly recommend talking with your academic advisor before you send this recommendation, so they know to expect it. (More information on the next page.)

STEP 6 – Upload Supporting Documents

Material Submissions

The Material Submissions section allows you to indicate whether you are submitting this request based on a medical reason or not. If you are **not**, the Material Submissions section will be marked as “n/a”, or not applicable. If you are using a medical reason, you **must** submit your supporting documentation.

Attached Documents

This section allows you to upload a letter from a health care professional explaining you will be delayed in completing your degree program based on medical reasons. Once you have uploaded your documentation, the CIE office will review it. If the letter is complete, it will be marked as “Received”, if not, you will receive an email explaining any necessary corrections.

Once you submit your request, the Center for International Education will review your Program Extension and notify you whether it is accepted or denied. Call (970) 351-2396 or email cie@unco.edu with questions about this process.

STATUS EXTENSION ADDITIONAL INFORMATION

AM I ELIGIBLE FOR A STATUS EXTENSION?

- *Your program end date has not passed*
 - If your program has already ended, you are not eligible for a status extension, and you will have to change status or apply for reinstatement to remain in the U.S.
- *You have continually maintained your student status*
 - Continually maintaining your student status includes:
 - You have been enrolled full-time every semester and have received reduced course load authorization if you have not.
 - You have been making normal progress towards completing your course of study.
 - You have updated your I-20 or DS-2019 each time your record has been updated.
 - You have kept in compliance with employment rules and regulations.
- *Your delay in completion caused by a compelling academic or medical reason*
 - Examples:
 - Change of major or research topic
 - Unexpected research problems
 - Documented illness
 - You can provide evidence of your reason through your academic advisor and potentially a licensed medical personnel.

HOW DO I FILL OUT THE QUESTIONNAIRE?

The "Drop Below Full Courseload Request" questionnaire has four parts.

1. *My new expected degree completion date is:*
 - You must enter the new date that you anticipate completing your program
 - If you are applying for an extension beyond one year, you can only apply one year to one extension.
2. *Is your delay in completion caused by a medical reason?*
 - This is a yes or no question.
 - You cannot use multiple reasons for a status extension. If you choose a medical reason, be prepared to submit supporting documentation of that reason.
3. *Please provide a brief explanation of why an extension is needed.*
 - Please provide our office with an explanation of your circumstances and how they warrant a status extension.

WHAT DOES A DIGITAL SIGNATURE MEAN?

Your digital signature has the same legal significance as signing a document in ink, by hand. Once you agree to the Statement of Understanding, you have provided legal verification that you understand the given content.

WHAT IS ILLNESS/MEDICAL DOCUMENTATION?

You must provide supporting documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to substantiate the illness or medical condition.

- The recommendation must show that you will be delayed in completing your degree program based on medical reasons.

HOW CAN I COMMUNICATE WITH MY ADVISOR?

Your request cannot be submitted or accepted without approval from your academic advisor. If you do not communicate effectively with your advisor, they might not approve or even see the recommendation, preventing you from submitting the application.

We highly recommend talking with your academic advisor before you send this recommendation, so they know to expect it, and we have outlined key points to include in the Remarks section of your recommendation request.

- *Introduce yourself*
 - Hello, my name is _____ and I am one of your advisees.
- *Explain what you are requesting*
 - Because I am an international student, I must apply for a program status extension if I cannot complete my program in the time that was allotted.
- *State the reason you selected*
 - I am requesting a program status extension because _____.
- *Provide a thorough description of your situation*

WHAT IF THIS IS NOT MY FIRST EXTENSION?

If this is the second time you are requesting a status extension for your current degree level (i.e. Bachelor's, Master's, Doctorate), you will need to submit additional materials to prove that you are making normal progress toward completing your degree. Please contact CIE for more information.

No more than two status extensions can be granted per degree level, no exceptions.

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