Academic Advisor’s Recommendation Form
For
Extension of Time for a Program of Study

Student’s Name: ____________________________________________________________

ID Number: _______________________ Degree Program: _________________________

Anticipated Completion Date on I-20: _______________________

Academic Advisor: This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulation USCIS. Its completion is needed for a foreign student in F-1 status to apply for an extension of the time limitation placed upon the student’s current program of study. Please complete this form in full and return it to:

Kayla Carroll, PDSO
Office of Diversity and Inclusion
Dr. Romeo B. Garrett Cultural Center

If you have any questions you may contact the PDSO, Office of Diversity and Inclusion at 677-2646, or by sending an email to kcarroll@fsmail.bradley.edu. Thank you for your assistance.

A. Academic History

Number of credits required for degree: ________________________________________

Number of credits for thesis/dissertation: ____________________________

Describe any additional requirements: ________________________________________

Total credits earned to date: ______ Coursework: _______ Thesis/Dissertation: ______

B. Current Status

1. I anticipate that this student will complete all requirements for the current program of study or about:

   (month) ______ (day) ______ (year) ______

2. This student has not yet completed the current program of study due to (please check all responses which apply):

   ___ Delays caused by a change in major field of study
   ___ Delays caused by a change in research topic
   ___ Delays caused by unexpected research problems
   ___ Delays caused by lost credits upon transfer to our school
   ___ Delay caused by documented medical problems
   ___ Other (please provide a letter of explanation with this form): __________________________

I recommend that this student be allowed additional time to complete studies; therefore, the new program completion date should be changed to:

________________________________________________________________________

Advisor’s signature: _______________________________________________________

Name and title (please print): _______________________________________________

Department (please print): __________________________________________________

Date: ______________________________
F-1 Student
Program Extension Instructions

F-1 students who are unable to complete their program of study by the expected completion date indicated in PROGRAM OF STUDY section on the I-20 must request a Program Extension at least (30) days before the completion date expires.

To apply for a Program Extension you will need the following:

1) Completed Academic Advisor’s Recommendation form (see reverse side).

2) Bank Certification Letters showing evidence of financial support.