



INSTRUCTIONS FOR EXTENSION OF STAY

Students who are unable to complete their academic programs within the period specified on their current Form I-20 must file for an extension of stay in a timely manner. The program must be extended prior to the day the I-20 or DS-2019 expires. A program extension can not be granted during the 30 day (J-1) or 60 day (F-1) grace period. To do this, you must bring the following documents to the ISSO:

1. The attached “Request for Extension of Stay” form.
2. A letter from your advisor explaining why you are unable to complete your program within the specified time as well as a new expected date of completion.
3. A copy of your current I-20 or DS-2019.
4. Proof of financial support for balance of your program in the following amounts (note, amounts are per semester, so if you need two semester, you need to multiply the amounts below by 2. Also note that all fees listed below are the current year’s fees listed on I-20 forms for this school year):

	Undergraduate Students	Undergraduate Students (COPHS)	Graduate Students (COPHS)	Graduate Students (CBA, LAS, COE)	Graduate Students (MBA 400-level)	Graduate Students (MBA 500-level)
Tuition	\$12,355.00	\$13,335.00	\$5760.00	\$3015.00	\$3375.00	\$4500.00
Living Expense	\$4185.00	\$4185.00	\$4185.00	\$4185.00	\$4185.00	\$4185.00
Other Fees	\$1977.00	\$1977.00	\$1977.00	\$1977.00	\$1977.00	\$1977.00
Total	\$18,517.00	\$19,517.00	\$11,922	\$9177.00	\$9537.00	\$10,662.00

These amounts are based on a full semester of study. The undergraduate tuition is based on a minimum of 12 credit hours and graduate programs are based on 9 credit hours per semester. Additional fees may apply if you take more than a certain number of hours.



All documents must be submitted to the ISS Office prior to the date of completion listed on the I-20 or DS-2019. Once we review your documents and determine your eligibility you will be contacted to make an appointment with ISS for final processing of your request.

NOTE: Some programs (MBA, JCFA, COPHS) may have different fees than those cited above. Please visit our website at <http://www.butler.edu/studentaccounts/?pg=1010> for information on all programs. Failure to apply for an extension prior to the expiration of the I-20 or DS-2019 would be considered a violation of status and would require a reinstatement to student status by U.S. Citizenship and Immigration Services (USCIS).



REQUEST FOR EXTENSION OF STAY

Please complete **ALL** spaces below. Submit this form and all required attachments to the ISSO at least 5 days before your I-20 or DS-2019 expires. We encourage you to submit this documentation as soon as possible. **DO NOT** wait until the last minute. ISS will contact you once your documents have been reviewed.

Name: _____ **Social Security #** _____

E-mail Address: _____ **Phone #:** _____

U.S. Address:

Overseas Address:

Reason you need a program extension:

NOTE: Please attach the following: (1) a letter from your department indicating why your program is not finished and how much longer you need to complete the program; (2) proof of financial support for the remainder of the program; (3) a copy of your current I-20 or DS-2019.



**BUTLER
UNIVERSITY**

**BUTLER UNIVERSITY
INTERNATIONAL STUDENT SERVICES OFFICE
RESPONSE TO EXTENSION APPLICATION**

To (student's name): _____

- () Your application has been APPROVED. Please come to the International Student Services Office to sign your Form I-20.
- () Your application has been DISAPPROVED for the reasons written below. You may make an appointment to discuss this matter with your international student adviser. Often, when applications are disapproved, students may be able to regain legal status through an application to U.S. Citizenship and Immigration Services for what is known as reinstatement to student status.
- () We are returning your application to you because it is incomplete for the reasons described below. Please follow the instructions and return it to us, completed, as soon as possible.
- () We cannot make a decision because you have left out too many details, as mentioned below. We enclose a new form. Please try again, with a more complete explanation.
- () We can approve your extension application, but your financial papers are not acceptable, for the reason described on the enclosed form. Please submit new and acceptable financial documentation.

Designated School Official

NOTES:



SAMPLE PROGRAM EXTENSION COMMUNICATION

Here is your new student I-20 extending your program of study. The proof of financial support that you submitted is also attached. Make sure you keep all previous I-20's that you have ever been issued since you entered the U.S. Together, they tell the story of when you came and what you have done since you arrived in the U.S.

We expect that you will complete your program of study by the expiration date indicated on your new I-20 form. If for some reason you cannot, you will need to obtain another extension prior to its expiration just like you did today. We will need to see documentation of what needs to be completed, how long it will take, and proof of financial support for the remainder of the program.

What we have done today is extend your valid F-1 immigration status. You do not have a new visa stamp in your passport. If you need to travel and re-enter the U.S. during the remainder of your program you will need to get a new F-1 visa stamp (if the current visa stamp is expired) in your passport at the U.S. Consulate or Embassy nearest to where you are traveling.

Do you have any questions?

CHANGE OF EDUCATION LEVEL

The issuance of a new I-20 form is required anytime a student changes educational levels (i.e. bachelor to a master's degree). A change can occur in any direction. That is, study at a higher or lower is considered a change in educational levels. The regulations for changing educational levels specify that an F-1 student who continues from educational level to another is considered to be maintaining status provided that the transition to the new educational level is accomplished according to the regulations for school transfer. This means that in order to maintain status the student must be issued a new I-20 within 15 days of beginning classes for the new program. It also means that the start of the new educational level can not begin more than 5 months from the conclusion of the current level. The student must document new sources of support to the DSO in order to be issued a new I-20.

M-1 students are ineligible to change academic levels.