WHAT IS MY COMPLETION DATE?

Your completion date is the date that you have officially completed all degree requirements

- **Coursework students** – completion date is the last day of exams of your final semester
- **PhD/Master’s Thesis students** – completion date can be any time within TWO WEEKS of your thesis/dissertation defense date, on rare cases with approval from Dean/Chair an exception can be made

Your completion date is not necessarily your degree conferral date or commencement date

Your I-20 must be valid through your completion date. Otherwise, you must file to extend your program of study
Extend Program of Study

The Process

- Students will need to complete a Request to Extend Program of Study, form if they will be unable to complete their program before their visa document expires
  - ISSO must receive and process application within 30 days prior to the expiration of a student’s visa document Form I-20 or Form DS-2019

- Application can be found at the ISSO website
  http://www.uml.edu/ISSO/completion-extension.aspx
The Process (cont.)

Student must work with faculty advisor, graduate coordinator, or thesis/dissertation advisor to complete paperwork, and must bring the following to ISSO:

- Completed Request to Extend Program of Study form;
- I-94 Record;
- Transcript showing registration for subsequent semester(s); and
- Proof of financial capability
Extend Program of Study

The Form

- Student’s faculty advisor, graduate coordinator, or thesis/dissertation advisor will:
  - Confirm student’s NEW anticipated completion date and/or defense date;
  - Explain the reason for the extension of the student’s program; and
  - Confirm student’s ongoing registration in their program of study
Student’s must present ISSO with proof of registration for the semester by which they anticipate completing their program.

- PhD / Master’s Thesis students who have completed all required coursework and research credits must maintain registration in a one-credit Dissertation/Thesis Review course until they have successfully completed their program.

- Student’s cannot extend their program of study beyond the time by which they will have completed all required coursework/research credits.
Extend Program of Study

Proof of Financial Capability

- Students must evidence the ability to continue to financially support themselves (both living expenses and tuition/fees) for all time requested
  - Personal bank statements, family bank statements with affidavits, RA/TA contracts, etc. are acceptable

- The amount of funding documentation required will be based on:
  - Number of credits required within the extension period
  - Amount of time (months) requested