REQUEST TO EXTEND PROGRAM OF STUDY for International Students

SECTION I - To Be Completed by Student

Last Name: ____________________________ First Name: ____________________________ UML ID#__________________

Student’s Current U.S. Address____________________________________________________________________________

Student’s Telephone #: ______________________________ Student’s Email: ______________________________________

Student Must Attach:

1) A copy of the front & back of I-94 card
2) Updated Financial Documentation
3) Proof of registration for the following semester (see minimum requirements below)

NOTE: Ph.D. program extensions beyond 5 years can be issued only in maximum increments of 12 months

SECTION II – To Be Completed by Faculty Advisor (NOT to be Completed by Student)

This form is provided to facilitate the communication of certain information required by regulations of the U.S. Citizenship & Immigration Services (USCIS). Its completion is needed for a student in F-1 or J-1 status to be granted an extension of the time limitation placed by the USCIS upon the student’s current program of study. Any questions you may have can be directed to the ISSO at (978) 934-2383 or isso@uml.edu.

1. This student will complete requirements for his/her current program on or about:
   Anticipated Completion Date: Month _____ Day _____ Year ______ (month/day/year must be listed)

2. Student has not yet completed the current program of study due to (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
   □ Delay caused by unexpected research problems
   □ Other (explain on the reverse side of this form)

3. Student extending only for summer session (which will be his/her last session). □ Yes □ No
   If yes, student must be registered for minimum registration requirements* as stated below.

4. Student extending because he/she is continuing onto a higher Degree Level at UML. □ Yes □ No
5. Student is finishing:  
☐ Coursework  ☐ Project  ☐ Thesis  ☐ Dissertation

If completing Thesis/Dissertation this semester, please provide Defense Date: ____________________

IF Thesis/Dissertation Student – please complete:

Has Student completed all required coursework credits  ☐ Yes  ☐ No  If No, how many remaining ___
Has Student completed all required thesis/dissertation credits  ☐ Yes  ☐ No  If No, how many remaining ___
Has Student passed qualifying exam  ☐ Yes  ☐ No
If No, explain ________________________________

6. Student will be registered part-time in the next upcoming semester?  ☐ Yes  ☐ No (must be answered)
If Yes, read Minimum Registration Requirements* and accompany approved Reduced Course Load Form, http://www.uml.edu/ISSO/course-load.aspx

7. Funding - If you are providing student with RA or TA, please check those that apply and fill in pay scale below:

☐ Full RA  _________
☐ ½ RA  _________
☐ Full TA  _________
☐ ½ TA  _________

Provide pay scale: $_______________
http://www.uml.edu/docs/TARA%20process%20and%20pay%20schedule%202011%202012_tcm18-105236.pdf

*Minimum Registration Requirements – Cont. Matric. is NOT Permitted:

• Student must have remaining, required academic work. USCIS strictly prohibits intentional delay of program.
• Coursework students must register for a minimum of three required credits (Cont. Matric. not permitted).
• Thesis/Dissertation students must be registered for a minimum of a one-credit thesis review (Cont. Matric. not permitted).

signature of Thesis/Dissertation/Master’s Project Advisor  Print Name  Date

Ph.D. Students requesting to extend beyond 6 years and Master’s students requesting to extend beyond 3 years must obtain the approval signature of the Vice Provost for Graduate Education:

signature of Vice Provost for Graduate Education  Print Name  Date

PLEASE RETURN THIS FORM TO THE ISSO 30 DAYS PRIOR TO THE EXPIRATION DATE OF CURRENT FORM I-20 OR DS-2019

Revised 4/28/2015