



3520 Central Parkway
Cincinnati, OH 45223

- Program End Date Change Request
- Change/Add a Major
- I-20 Extension
- OPT I-20

Use this form to request a change or add a major, request an I-20 Extension or request an OPT I-20 for the I-765 Employment Authorization Application. If your I-20 has already expired you are NOT eligible for an extension. You must file the I-539 Change of Status Form with USCIS

Student Section:

I am requesting a: *Change of/or Adding a Major* Program End Date Change I-20 Extension
 OPT I-20 Request

Name: _____ Student I.D.: _____

Major: _____ Name of Advisor: _____

Email: _____ I-20 Expiration Date _____

Reason for Changing/Adding a Major or I-20 Extension: Be specific in explaining why you were not able to complete your degree by the expiration date.

Advisor Section: *Please note anticipated graduation must be based on a course evaluation for submission to the Department of Homeland Security SEVIS system.*

Advisor Name: _____ Division: _____

SECTION 1: Complete this section for a change/add a major or I-20 extension request.

Current Major: _____ Change Additional Major Name: _____

Anticipated Semester Graduation: _____ # of Credit Hours Remaining _____

Please list the classes remaining. You may attach supporting documentation (i.e. Academic Plan)

SECTION 2:

OPT I-20 Request Anticipated Semester Graduation: _____

Advisor Signature: _____

Date: _____

Program Extension Eligibility Criteria

In order to obtain a program extension, you must show that you have continually maintained status and that the extension is needed for compelling academic or medical reasons, such as a change of major or research topic, unexpected research problems, or a documented illness. Delays in completing your program caused by academic probation or suspension are not acceptable reasons for program extension approval [8 CFR § 214.2 (f) (7) (iii)].

Extension of stay can be granted only for documented academic or medical reasons. You may be eligible for an I-20 extension if the following criteria are met:

1. The delay was caused by documented academic or medical circumstances,
2. You have sufficient financial resources to fund your studies and living expenses, and
3. The extension is requested in a timely manner, with sufficient time for processing before the current expiration

If your program end date (I-20, section #5) has expired or you do not meet the eligibility requirements to apply for a program extension, it will be necessary to file for reinstatement to F-1 status with USCIS, for which you will have to pay a substantial fee. In addition, failure to apply for an extension of stay in a timely manner is a violation of F-1 regulations, which can carry heavy penalties.

The following are not valid reasons for I-20 extensions:

- To enroll in extra courses or repeat the same course for personal interest or to improve one's GPA
- To engage in research on or off-campus
- To finish pending coursework for an incomplete grade
- To engage in non-required Curricular Practical Training (CPT)
- To enroll in course work delayed by participation in non-required CPT

An I-20 which has already passed the program end date cannot be extended.