

## **MY CERTIFICATE OF ELIGIBILITY (I-20/DS-2019) IS GOING TO EXPIRE AND I STILL HAVE CLASSES TO MEET MY DEGREE REQUIREMENTS. WHAT DO I DO?**

International students who need additional time to complete their degree program beyond the date stated on their Certificate of Eligibility Form need to file for a program extension.

## **AM I ELIGIBLE FOR A PROGRAM EXTENSION?**

The reasons for a program extension must fall into one of the following categories: medical reasons (documentation required) or compelling academic reasons, such as change of major.

## **WHEN SHOULD I APPLY?**

Students must file for an extension before their current certificate of eligibility expires. **Please plan ahead.** Complete all required paperwork and submit your extension request to the International Student Resource Center front office. If you have questions and would like to meet with an international student advisor, you may do so by calling 951.827.4113 to schedule an appointment.

## **WHAT IF MY I-20/DS-2019 HAS ALREADY EXPIRED?**

Students who do not file for a program extension in a timely manner are considered out-of-status, or illegal, and are advised to submit a REINSTATEMENT application to the Department of Homeland Security (DHS). If your certificate of eligibility has already expired and you still need additional time to complete your degree, please schedule an appointment with an international student advisor immediately to discuss the reinstatement process.

## **HOW DO I APPLY FOR A PROGRAM EXTENSION?**

### **STEP 1: Meet with your Academic Advisor.**

Your advisor will complete the Academic Advisor Certification portion of the Program Extension Application Form, which indicates your new expected program completion date. This form should be completed in-person, as you will need to turn in the form with original signatures.

### **STEP 2: Prepare Financial Support Documentation.**

In addition to the Program Extension Application Form, you will also need to submit an original Certificate of Eligibility (I-20 or DS-2019) Request Form. Refer to page #2 of the COE form to determine the minimum amount of financial support you will need to submit for your program extension. F-1 programs may be extended for a maximum of 1 year at a time. Please refer to the specific guidelines below.

- A. If you are **self-funded**, please submit a bank statement in your name. The bank statement must show **your name, the date, and the amount of funds available**. Bank statements should be less than 6 months old from the start of your extension period. An original letter from your bank, an original monthly statement, or a print-out from online banking are acceptable.
- B. If you are funded by a **family member or other personal sponsor**, you will need to submit either 1) A Confidential Financial Support Statement, signed by your sponsor and stamped by their bank or 2) A Confidential Financial Support Statement signed by your sponsor + a bank statement from your sponsor. The bank statement must show your sponsor's name, the date and the amount of funds available. Bank statements should be less than 6 months old from the start of your extension and must be an original.

- C. If you are sponsored by **an outside organization**, please submit an original financial guarantee or award letter. The letter must be dated within the past 6 months and show your future funding.

**STEP 3: Complete the Certificate of Eligibility (I-20/DS-2019) Request Form.**

Complete the Certificate of Eligibility Request Form, checking “Program Extension” as the submission reason. Make sure to complete all applicable areas.

**STEP4: J-1 STUDENTS ONLY. Review and Sign the J-1 Regulation Acknowledgement Form.**

**STEP 5: Turn in your program extension materials to the International Student Resource Center.**

The ISRC is open Monday—Friday from 8:00 AM – 5:00 PM. Please drop off your completed paperwork to the ISRC front desk.

CHECKLIST:

1. Program Extension Form
2. Request for Certificate of Eligibility form
3. Financial documentation
4. Regulation Acknowledgement form (for J-1 students only)

**STEP 6: Check your UCR Email.**

You will receive an email when your new I-20 or DS-2019 is ready for pick-up or if there are any questions or concerns regarding your documents.

**IMPORTANT REMINDERS**

- Please be aware it may take 7-10 business days for your new Certificate of Eligibility to be processed during peak times.
- Make sure to plan ahead. Once your document expires, it cannot be extended. Please allow sufficient time for your sponsor (if applicable) to prepare original financial support documents and provide them to you.
- It is recommended that you apply for post-completion OPT 90 days before your program completion date. Completion of an OPT workshop is required to apply for OPT. We recommend that you attend an OPT workshop 1-2 quarters before your final session.

FOR STUDENT TO COMPLETE

Name of Student: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
*Street City Zip*

Degree Sought: \_\_\_\_\_ Major: \_\_\_\_\_

CERTIFICATION OF ACADEMIC ADVISOR

\_\_\_\_\_ needs additional time until \_\_\_\_\_  
*(Name of student) (Expected graduation date – please specify month/day/year)*

to complete the requirements of his/her degree due to:

- Compelling Academic Reasons
- Medical Reasons (documentation required)

Comments from Academic Advisor:

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Academic Advisor

\_\_\_\_\_  
School/Department

\_\_\_\_\_  
Name of Academic Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Extension

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DSO/ARO Comments (if any):

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