

MY CERTIFICATE OF ELIGIBILITY (I-20/DS-2019) IS GOING TO EXPIRE AND I STILL HAVE CLASSES OR OTHER REQUIREMENTS REMAINING TO COMPLETE MY DEGREE PROGRAM. 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), compelling academic reasons, such as: change of research topic, or unexpected research problems.

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/Student Affairs Officer.

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. Your program completion date is the date you take your last examination or the date you turn in your final thesis or dissertation. You cannot continue to work on campus after this date. Please ask your advisor to update your exit quarter in the Student Information System to the new graduation quarter, if it has not already been updated.

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. Remember to include expenses for your dependents, if your spouse and/or children are accompanying you in the U.S. 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 sponsored by **UCR or your academic department**, you must submit an original letter on departmental or university letterhead, showing the amount of funding that you will receive for the quarters

you need to extend your program for. We cannot use letters from previous quarters to extend your program for the future. The letter must show future funding.

- C. 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.
- D. 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: F-1 STUDENTS ONLY: Complete the Program Extension Request Form on MyForms at myforms.ucr.edu.

This form will ask you to upload the necessary documents, and then will be routed to your department for approval before coming to the ISRC.

CHECKLIST (for F Students Only):

1. Program Extension Request on MyForms
2. Financial documentation (upload on MyForms)

J-1 STUDENTS ONLY: Complete the Program Extension Request form, Certificate of Eligibility Request form, and Review and Sign the J-1 Regulation Acknowledgement Form. You should then 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 (for J Students Only):

1. Program Extension Form
2. Request for Certificate of Eligibility form
3. Financial documentation
4. Regulation Acknowledgement form

STEP 4: 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.
- If you will register via "filing fee" make sure to complete and submit the filing fee request form by its due date. The filing fee form must be signed by an international student advisor.
- You should only extend your COE for the length of time you will need to complete your program. Extending the COE for a longer length of time will not extend your ability to remain in the United States. Your form will be shortened once you graduate and/or apply for OPT or Academic Training.
- 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. J-1 students who wish to pursue post-completion Academic Training should attend the Academic Training workshop or meet with an advisor at the ISRC at least one quarter prior to program completion.



Program Extension Application GRADUATES

FOR STUDENT TO COMPLETE

Name of Student: _____

Student ID Number: _____ Phone Number: _____

Local Address: _____
Street City Zip

Degree Sought: _____ Major: _____

CERTIFICATION OF ACADEMIC ADVISOR/STUDENT AFFAIRS OFFICER

_____ 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:

Please check if applicable:

Compelling Academic Reasons

Advanced to Candidacy

Medical Reasons (documentation required)

Filing Fee in : _____ Quarter

Unexpected Research Problems

6th year: must pay NRT

Comments from Advisor:

Signature of Advisor

School/Department

Name of Advisor

Date

Phone Extension

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DSO/ARO Comments (if any):

