

**Academic Advisor's Recommendation Form
For
Extension of Time for a Program of Study**

Student's Name: _____

ID Number: _____ Degree Program: _____

Anticipated Completion Date on I-20: _____

Academic Advisor: This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the U.S. Immigration and Naturalization Service (INS). Its completion is needed for a foreign student in F-1 status to apply for an extension of the time limitation placed upon the student's current program of study. Please complete this form in full and return it to:

Frances Jones, PDSO
Office of Multicultural Student Services
210 Garrett Center

If you have any questions you may contact the PDSO in the Office of Multicultural Student Services at 677-2646, or by sending an email to fjc@bradley.edu. Thank you for your assistance.

A. Academic History:

Number of credits required for degree _____

Number of credits for thesis/dissertation _____

Describe any additional requirements: _____

Total credits earned to date: _____ Course work _____ Thesis/Diss. _____

B. Current Status:

1. I anticipate that this student will complete all requirements for the current program of study on or about:

(month) (day) (year)

2. This student has not yet completed the current program of study due to (please check all responses which apply):

____ Delays caused by a change in major field of study

____ Delays caused by a change in research topic

____ Delays caused by unexpected research problems

____ Delays caused by lost credits upon transfer to our school

____ Other (please explain): _____

I recommend that this student be allowed additional time to complete studies; therefore, the new program completion date should be changed to:

Advisor's signature: _____

Name and title (please print): _____

Department (please print): _____

Date: _____
(month) (day) (year)

**F-1 Student
Program Extension Instructions**

F-1 Students who are unable to complete their program of study by the expected completion date indicated in Section 5 of the I-20 must request a Program Extension at least thirty (30) days before the completion date expires.

To apply for a Program Extension you will need the following:

- 1) Completed Academic Advisor's Recommendation form
(see reverse side)

- 2) Evidence of Financial Support in the amount of:

- 3) Passport, I-94, F-1 Visa

- 4) I-20

When you have collected all the materials listed above, please stop by the Multicultural Student Services office to finalize the application process.