



International and Exchange Student Center (IESC)

Extension of Stay Request Form

Please email this complete form to iescrequest@csun.edu with ALL required supporting documents which have been listed in the General Information section of this form.

STUDENT'S INFORMATION

Today's Date: CSUN ID #: Last Name: First Name: Major: Graduation Date: Phone: Email: U.S. Address: (Street) (Apt#) (City) (State) (Zip)

General Information

List of Documents to be submitted to iescrequest@csun.edu

Please note: Incomplete paperwork will not be accepted by IESC and delay processing time.

- Completed Extension of Stay Request form- \*signed and submitted by academic advisor ONLY
Copy of Affidavit of Financial Support (include dependents if applicable). This form is available at the IESC or online at: http://www.csun.edu/sites/default/files/affidavit.pdf
Copy of Bank Statement for the amount on the Affidavit of Financial Support

Important: Students are responsible for complying with all requirements. Failure to do so will jeopardize their legal immigration status in the United States. Contact your foreign student advisor if you have questions, or need additional help.

- An extension of stay must be processed before the completion date on your current I-20 form. We strongly recommend that you submit your I-20 extension request to IESC at least 60 days prior to the expiration date. If approved, you will receive a new I-20 form with an extended expiration/completion of studies date.
It is your responsibility to request an extension of stay. According to the USCIS rules, a student may not extend an I-20 after it expires. Students who do not apply for an extension in a timely manner, will lose their legal immigration status. They will then be required to apply for a reinstatement to USCIS.
The student is responsible for ensuring that all documents have been submitted for the extension of stay to be processed. If there is a "Foreign" registration hold in your CSUN account, please submit proof of health insurance to insurance@csun.edu.
The student is responsible for enrolling on the first available registration appointment date. Classes will fill up quickly.
The student is responsible for enrolling full time as well as paying the fees by the deadline.
If the student will be enrolled in less than a full course of study, a Part-time Request Form must be submitted prior to the Add/Drop deadline of the semester in which the student will be enrolled part-time.

For processing times please visit: http://www.csun.edu/international/current-students-forms. Processing times may vary during peak times. For additional information, please contact us at (818) 677-3053.

STUDENT'S ACKNOWLEDGEMENT

I have read and I understand the above information provided by the International and Exchange Student Center (IESC) at California State University, Northridge. I understand that I am responsible for complying with all requirements. Failure to do so will jeopardize my legal immigration status in the United States.

Signature of Student: Date:

**TO BE FILLED OUT BY STUDENT'S ACADEMIC ADVISOR**

This form is provided for your convenience and is designed to facilitate the communication of certain information required by regulations of the United States Citizenship and Immigration Services (USCIS). Its completion is necessary 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. If you have any questions, please contact the International and Exchange Student Center at 818-677-3053. Thank you for your assistance.

**Academic History:**

**Number of units remaining for degree:** \_\_\_\_\_

**Thesis/Project in progress (graduate students only):** \_\_\_\_\_

**Please describe any additional requirements:**

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

**Current Status:**

- I anticipate that this student will complete all requirements for the current program of study on or about (mm/dd/yr) \_\_\_\_\_
- This student has not yet completed the current program of study due to (please check all reasons that apply, and give a detailed explanation for each. If the space provided is insufficient, please include a separate letter):
  - Delays caused by lost credits upon transfer to our school
  - Delays caused by change in major field of study
  - Delays caused by change in research topic (graduate students)
  - Delays caused by unexpected research problems (graduate students)
  - Other (non-availability of classes or delayed enrollment, and/or problems with fee payment cannot be considered as acceptable reasons).

**Advisor's Comments:**

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

**If you have any reservations, please indicate separately on department letterhead.**

\_\_\_\_\_  
**Academic Advisor's Name (please print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Department Name**

\_\_\_\_\_  
**Advisor's Signature (Electronic signature accepted)**

\_\_\_\_\_  
**Date**

**\*\*\*Academic advisor REQUIRED to sign and scan directly to [iescrequest@csun.edu](mailto:iescrequest@csun.edu)\*\*\***

**FOR IESC USE ONLY**

- |   |  |
|---|--|
| <input type="checkbox"/> Verified unofficial transcript in PS               | <input type="checkbox"/> Updated SEVIS (EOS, financials) |
| <input type="checkbox"/> Verified Major in PS / SEVIS / Master Roster match | <input type="checkbox"/> Updated SEVIS Registration      |
| <input type="checkbox"/> Verified Current U.S. Address                      | <input type="checkbox"/> Print I-20 and Bio Page         |
| <input type="checkbox"/> Verified Grad Date in PS                           | <input type="checkbox"/> Update Stu Summary Sheet        |
| <input type="checkbox"/> Updated PS I-20 (EOS, financials, DSO Name)        | <input type="checkbox"/> FSA: _____ Date: _____          |