



DARE TO DO MORE

**LaGuardia Community College
INTERNATIONAL STUDENT OFFICE
I-20 EXTENSION APPLICATION**

Name: _____ **CUNY ID#** _____

Date of Birth: _____ - _____ - _____ **I-20 Expiration date:** _____

The immigration and Naturalization Service regulations for F-1 students require you to file for an extension of time to complete your degree before the end date listed on section 5 of your form I-20. If you fail to deliver this application for an extension before the end date listed on section 5 of your form I-20, you will be in violation of your legal status. Do not let this happen! If the end date is several months away, do not wait. Apply now! We will not send you another notice or reminder.

There is no filing fee. The decision is made in LaGuardia Community College's International Student Office and not by Immigration.

Do not ignore this notice even if you will soon complete your studies, or because you plan to transfer out to another college. If the end date listed on section 5 of your form I-20 is expired by one day, you will be in violation of your legal status if you did not apply for an extension. If you will complete your studies before the date entered above, you will not need an extension. However, if you plan to transfer to another college before completing your associate's program, you will violate your legal status if you have not started classes before the date entered.

What are the acceptable reasons for an extension?

1. Important academic reasons, such as more than one year of developmental English courses or a change of major after the first year of study.
2. Documented medical reasons. If you have missed terms or have taken reduced class schedules due to illness or health-related reasons, you must present medical evidence to us (unless you have already done so). The medical evidence must be definite as to your diagnosis and the duration of your illness. Evidence must come from medical doctors or psychologists on official stationery. A statement that you were "ill" will not be accepted. The doctor must state that the illness was serious enough to prevent you from studying and for how long you were ill. If you have already been certified full-time due to illness by the international student office, you do not need new letters from your doctor, but you must mention the fact that this happened. When discussing medical problems, you must carefully tell us which semesters were involved.
3. Absence from the United States. You are NOT required to be a student when you are not in the United States. If you were outside the country for one or more semesters, you must prove that you were absent by providing a copy of all Immigration inspection stamps opposite your F-1 visa in your passport.

A delay due to academic suspension or failed courses is not an acceptable reason for being granted an extension of time. If you have completed two years of college in the U.S. or in your home country, it will be difficult for you to convince us that there is good reason for not having earned your associate's degree. If you have already earned a bachelor's degree or higher, it will be very difficult to convince us that you should keep studying for an associate's degree, rather than a master's or Ph.D.



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Some students may be upset at the idea of giving LaGuardia new financial documentation just before graduation. Keep in mind that you can probably use the same supporting documents later to get a Form I-20 from your new school when you transfer. The new school will probably require a new affidavit from your sponsor, but your other documents – proof of income, bank statement, etc. – will still be recent and the LaGuardia International Student Office will be glad to give them to you for your new school.

REMEMBER – Though the decision on granting an extension is made by your international student advisers, they must obey strict Immigration regulations in making their decision. Make careful and thoughtful explanations of why you deserve more time to complete your program.

INSTRUCTIONS AND NEEDED DOCUMENTS:

1. In the next page, explain **why** you have not yet completed your 2 year study at LaGuardia Community College and tell us **when** you expect to complete your studies. Sign your name at the bottom of your statement.
2. Take the MEMORANDUM page to **B-102** for a counselor's signature.
3. Since a new form I-20 must be issued, you must **submit new financial documentation**. You must prove availability of funds **FOR ONLY ONE YEAR**, not two years, the maximum time to extend I-20 is two semesters. The documents submitted can **NOT** be pictures (photographs format). Your sponsor can **SCAN** the documents and send them to you by email.
4. **Provide an Official Bank Statement:**
Yours or your sponsor's Bank Statement must show equal or more than the amount of:
\$34,316 USD for 1 year I-20 (two semesters).
\$17,775 USD for 1 year I-20. *If room & board is provided in the U.S.**
\$17,158 USD for 6 month I-20. *If only one more semester is needed.*
5. **Provide your Sponsor's Income Statement:**
Acceptable documents:
A letter from your sponsor's employer verifying gross annual salary or the most recent income tax return (*form 1040*). *If your sponsor is the owner or self-employed, an accountant, public official, public notary, etc... must provide and verify the income letter.*
6. ***Provide copy of your Sponsor's Lease or Deed, If you are provided with Room and Board.**
7. **Fill out the I-20 application form:**
Page 1: Fill out all the spaces.
Page 2: Fill out **sections 1 – 7.**
Section 1 & 2– Provide your sponsor's information. And provide your sponsor's signature.
Sections 3, 4, and 5 - Must be notarized **only** if a sponsor will provide you with room & board in the United States. (***You must live in the United States with that sponsor and provide a copy of their lease or deed.***)
Section 6 – Bring a copy of your most recent I-94 (If you have traveled outside of the US in the last 6 months). <https://i94.cbp.dhs.gov/I94/#/home>
Section 7– Print your name, your signature and date.



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***Please take this form to B-102 for completion.**

MEMORANDUM

To: International Student Services Office located in B-117

From: The Student Advising Services located in B-102

Re: Request for Extension

Date: _____

_____ is in the process of pursuing a

(Student's name)

_____ Major at LaGuardia Community College. A

review of this student's degree requirements indicates that it will take approximately

_____ additional semesters to complete his/her degree

Thank you for considering this request.

Advisor's name (Please print): _____

Academic Advisor Signature