

## **INTERNATIONAL SERVICES PROGRAM EXTENSION APPLICATION**

If you are unable to complete your degree requirements by the completion date specified on your I-20 (item #5), you must apply for a program extension at least 15 days before but no later than the completion date indicated on the I-20. You may lose your F-1 status and all F-1 benefits if:

- You fail to apply for a program extension before your I-20 expires, even if you have valid reasons for an extension; or
- You apply for a program extension in a timely manner, but do not meet the requirements for an extension.

### **Eligibility Requirements**

F-1 regulations strictly limit when and under what circumstances Union County College may grant a program extension. An extension may be granted only if you have continually maintained full-time student status and if the delay in completing your degree is the result of "compelling academic or medical reasons." Examples of compelling academic reasons for requiring more time are:

- change of major/research topic
- change or absence of faculty advisor
- problems with data collection or research methodology

### **The following are not considered acceptable reasons for a program extension:**

- you need to retake courses for which you received unsatisfactory grades
- you need additional time to make up 'incomplete' courses
- you failed to work closely or consult with academic advisors
- you have not made full-time effort at meeting your degree requirements, due to personal, financial, or employment-related reasons

### **Notification Procedure**

Applications for extension of program must be submitted no less than 2 weeks prior to the expiration of your current I-20. Upon receiving the above documents, International Services will review your eligibility for a program extension. If your request is approved, an extension for a maximum of one year will be granted. We will update your F-1 records and provide you with a new I-20 with an updated expiration date. If International Services determines that you are not eligible for a program extension under F-1 provisions, or if you do not apply for a program extension before the expiration date on your I-20, you automatically lose your F-1 status and must apply for Reinstatement of Status.

### **Estimated Yearly Costs for Tuition and Expenses for F-1 Students**

International students and their families or sponsors assume all responsibility for student expenses. The following estimated costs are based on twelve (12) credits per semester. F-1 students are required to enroll in the fall and spring semester each academic year. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition Expenses: \$12,002  
 Living Expenses: \$18,092 (Please note Union County College has no on-campus housing.)  
 TOTAL Estimated Expenses: \$30,094

**Additional expenses for dependents: \$3,000 per dependent for each year of study at Union County College**

**Document Checklist**

The following are documents that must be provided in order to obtain the Form I-20. Be sure to submit all documents together. **All documents must be in English.** Check off items below when you have them:

- I-20 Application Form
- Affidavit of Support (signed and dated by student and sponsor)
- Evidence of liquid funds available to cover tuition and living expenses
- Photocopy of biographical page in passport
- Copy of current visa and I-94 electronic record number

**Financial Support Information**

The United States government requires all international applicants provide proof of ability to pay tuition and living expenses before Union County College may issue an I-20. If you are relying on personal or family support, you must provide documentation of financial support, stating your sponsor’s name and address and verify the ability to pay your education-related expenses. If your financial support is coming from your home government or other official agency (e.g., AMIDEAST or SACM), you must submit appropriate documentation from your sponsor. **All documents must be in English.**

Acceptable evidence of financial support Only Original copies or certified/notarized accepted	Unacceptable financial documents include:
<ul style="list-style-type: none"> <li>• Bank statements indicating required currency amounts (issued within the last 30 days)</li> </ul>	<ul style="list-style-type: none"> <li>• Chartered accountant statements</li> </ul>
<ul style="list-style-type: none"> <li>• Bank loans for educational purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll reports / expected income</li> </ul>
<ul style="list-style-type: none"> <li>• Scholarship letters</li> </ul>	<ul style="list-style-type: none"> <li>• Tax statements</li> </ul>
<ul style="list-style-type: none"> <li>• Investment statements indicating liquid</li> </ul>	<ul style="list-style-type: none"> <li>• Property assessments</li> </ul>
<ul style="list-style-type: none"> <li>• Government funding</li> </ul>	<ul style="list-style-type: none"> <li>• Credit card statements</li> </ul>
	<ul style="list-style-type: none"> <li>• Bank statements lacking currency</li> </ul>
	<ul style="list-style-type: none"> <li>• Other statements of non-liquid assets</li> </ul>

Please be aware that you will not be able to pay for the full amount of your education by working while you are in the United States. Government regulations strictly limit employment and require that holders of student visas be full-time students. Therefore, job opportunities are extremely limited.



1033 SPRINGFIELD AVENUE, CRANFORD, NEW JERSEY 07016

CRANFORD CAMPUS (908) 709-7000 ELIZABETH CAMPUS (908) 965-6000 PLAINFIELD CAMPUS (908) 412-3599 SCOTCH PLAINS CAMPUS (908) 709-7000

I-20 Program Extension Application

Biographical Data

Student ID Number: \_\_\_\_\_ Anticipated Program End Date: \_\_\_\_\_

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Last Name First Name Middle Name

Reason for Extension:

\_\_\_ Change in Major \_\_\_ Change or Absence of Advisor \_\_\_ Other: \_\_\_\_\_  
(Specify reason)

Address in Home Country:

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House Number Street City State ZIP Code Country

U.S Address:

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House Number Street City State Zip Code Country

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Gender: \_\_\_ Male \_\_\_ Female  
Month/Day/Year

**Dependent Information:** Please complete the following information if you have any dependents who will be accompanying you to the U.S. on F-2 status:

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First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

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First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

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First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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International Student Services
Affidavit of Support

Last Name First (Given) Name Middle Name

Student ID #: Date of Birth (MM/DD/YYYY)

Note: If you do not have a sponsor and are self-funding your education, submit a copy of your bank statement.

Source of Support: Funds from Sponsor

Sponsor's Name: Relationship to Student:

Complete Address:

Telephone Number: Email:

Yearly amount of support to applicant (U.S. dollars):

List any other dependents you have:

First Name Last Name Date of Birth Relationship

First Name Last Name Date of Birth Relationship

First Name Last Name Date of Birth Relationship

By signing this affidavit of support, I promise to be financially responsible for tuition, fees, living expenses, and any other relevant expenses of the applicant whose name appears above.

Sponsor's Signature: Date: