



Center for International Education
International Student & Scholar Services (ISSS)
3800 Victory Parkway
Cincinnati, OH 45207-2171 U.S.A
Phone: +1 (513) 745-2864
Fax: +1 (513) 745-2876
www.xavier.edu/international

PROGRAM EXTENSION Extend Your I-20 or DS-2019

NOTE: This process must be completed before the end date on your Form I-20 or DS-2019.

In order to extend your I-20 or DS-2019, please submit this application to ISSS in the Center for International Education at least 5 business days prior to the end date listed on your document.

1. Attach an official email/letter from you academic adviser or program director stating that you still have classes or credits which you are required to take in order to complete your degree or program. The letter should include your progress towards degree completion or the reasons for your program extension.
2. Include the [Financial Sponsor Statement Form](#) (Must be notarized if the sponsor lives in U.S.).
3. Submit original bank statement showing proof of funds for the amount required to pay for the remainder of your studies. The bank statement must be less than 6 months old, original, include bank contact information, and cannot be an internet print-out of account.

.....
First Name: _____

Family Name: _____

Student ID: _____

Type of Document: I-20 DS-2019

E-mail: _____

Please check below. I am an (a)...

Phone: _____

- Intensive English Program (IEP) student
- Exchange or BSMP student
- Undergraduate student
- Graduate student
- International Scholar

Expected Graduation Date: _____

Address: _____

Student's Signature: _____

Date: _____ (MM/DD/YYYY)

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 5 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

- Pull the File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.
Check Address in Banner/SEVIS

Review academic advisor/program director's letter.
Review financial support documentations.

Once approved, update SEVIS/Banner and issue new extended document.
Update date GOAINTL with the new end date.

Dispatch:

- Review the file and make a copy of any products (new documents or letters) in GREEN if any.
- Staple the Request together and place it into the file. (Put the GREEN copies on top followed by the application forms and other supporting materials).
- Email the student/scholar that their request is completed. If there are any products for them to pick up, please let them know it's ready for them to pick up at the front desk during our office hours.
- Place any documents or letters in the file cabinet at the front desk for pick up.
- File the folder.

Notes: