Fill out top portion online before printing.

Recommendation for Extension of Visa Document

THIS SECTION TO BE COMPLETED BY STUDENT *(ALL blanks must be filled in for accurate processing of your request. Please note that graduate students should have their form filled out by their GPD and undergraduates should have theirs completed by their department's Chief Departmental Advisor.)*

Name: _____
Last *First* *Middle*

UIN _____ SEVIS ID N_____ Current I-20/DS-2019 Expiration Date _____

ODU Student E-Mail _____@odu.edu Phone _____ Degree: ◯Bachelors ◯Masters ◯Doctorate

For the processing of an extension, two other steps are required; have you completed them or are you completing them at the same time?

- I-20/DS-2019 request on the ISSS web site? ◯Yes ◯No
- Submitted financial documentation? ◯Yes ◯No

By signing below, you certify that the department who completes the lower portion of this form has permission to release the information requested.

Signature _____ Date _____

THIS SECTION TO BE COMPLETED BY DEPARTMENT -- *NOT* by students, please

Graduates: Your Graduate Program Director should fill out this form.

Undergraduates: Your Chief Departmental Advisor should fill out this form.

This form is designed to facilitate the communication of certain information ISSS must obtain—as per Immigration regulations— when a student requests the extension of a visa document to remain in the U.S. in a student visa status. The student whose name appears above is requesting an extension of the normal time allocated for the completion of his/her program of study.

1) The degree program requires _____ credits of all program participants. This individual has earned _____ credits to date.

2) Formal coursework has been completed: ❍ Yes ❍ No

3) Expected semester and year of program completion: ❍ Fall ❍ Spring ❍ Summer _____

4) Is this student making normal progress towards his/her current degree? ❍ Yes ❍ No
   Comments, if any:

5) Do you recommend this student be given additional time to continue his/her studies? ❍ Yes ❍ No
   If yes, for how long? ❍ May 2010 ❍ August 2010 ❍ DOCTORAL STUDENTS ONLY: December 2010
   NOTE: Extensions are allowed for a maximum of two semesters (including summer).
   Comments, if any:

6) Please provide a brief but DETAILED explanation as to why the student has not completed his/her program within the time frame indicated on the initial visa document (Bachelors: 48 months, Masters: 24 months and Ph.D.: 48 months). ISSS is mandated by federal regulations to have specific explanations on file when considering an extension of a visa document. Depending on the reason(s) for the extension, ISSS may need to contact you for additional information.

Please note that, in accordance with the Code of Federal Regulations [8CFR214.2(f)(7)(iii)], your signature below certifies that the above information is true and correct. This document becomes part of the student's immigration record and may be reviewed by Immigration. FMI: See our FACULTY RESOURCES linked at the bottom right of our home page.

Name: _____ Signature: _____ Title: _____

Phone: _____ E-Mail: _____@odu.edu Date: _____