



J-1 PROGRAM EXTENSION REQUEST FORM

Office of International Programs ♦ 21000 West Ten Mile Road ♦ Southfield, MI 48075
Phone: 248.204.4100 ♦ Fax: 248.204.4115 ♦ international@ltu.edu

International students studying on a J-1 visa who require a program extension must be granted an extension by the International Programs Office. All requests must include all of the documentation listed in the second section of this form. Please have your academic advisor complete a recommendation letter (see other form) and the third section of this form (located on the back of this page). All documents must be submitted in order for the extension to be granted.

TO BE COMPLETED BY THE STUDENT

LAST NAME: _____ FIRST NAME: _____

LTU BANNER ID: _____ SEVIS ID: _____

STUDENT'S SIGNATURE: _____ DATE: _____

DOCUMENTS TO SUBMIT WITH EXTENSION REQUEST

All documents must be submitted for the extension request to be completed. Requests that do not have all the documents WILL NOT be processed until all documents are received. It is the student's responsibility to obtain all of the required documents.

- This program extension request form.
- Academic Advisor's recommendation form letter (form available in International Programs Office) specifying reason for extension. This form must be completed by the academic advisor, not by the student.
- Documents of Financial Support – Refer to funding guidelines below to determine amount of funding that must be shown in financial documents; contact an international student advisor if you need assistance determining the total amount of funding required.
 - Bank statement showing funds for ENTIRE period of study (original period plus extension).
 - If you have a sponsor, they must submit a signed letter stating that they are sponsoring you during your studies.
 - If your funding is in the form of a scholarship, submit an award letter or financial guarantee from the organization providing the scholarship funding.
- Copies of immigration documents.
 - Passport -- copy the page(s) with the photo, your identity information and the expiration date
 - Visa
 - Most recent I-94
 - DS-2010 with entry stamp
 - Any DS-2019s issued to you after your last entry into the U.S.

FUNDING GUIDELINE FOR FALL 2011- Spring 2012

If extension is for period beyond Spring 2012, contact International Programs Office for updated funding information.

TUITION AND FEES:	Undergraduate program in College of Engineering	\$40,320
	Undergraduate program in College of Architecture	\$40,470
	Undergraduate program in College of Arts & Sciences or Management	\$38,800
	Graduate program in any college:	\$30,640

LIVING EXPENSES:	\$12,000.00 per 12 months (\$1000.00/month)
DEPENDENT EXPENSES:	Spouse -\$7,000.00 per 12 months (\$584/month)
	Dependent child \$5,000.00 per 12 months (\$417/month)

TO BE COMPLETED BY THE ACADEMIC ADVISOR

The DS-2019 can be extended for a period not to exceed the maximum duration of time permitted by the Exchange Visitor category. The International Programs Office will advise the student and advisor if the new program end date exceeds the maximum duration.

CURRENT PROGRAM END DATE: _____ NEW PROGRAM END DATE: _____

Academic Advisor's Name: _____ Department: _____

Academic Advisor's Phone Number: _____ E-mail: _____

Academic Advisor's Signature Date

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR

PROGRAM DATES

Does the new program end date exceed the maximum duration of time permitted? No Yes – CANNOT EXCEED, need new date

Has the student applied for a waiver of the 212(e) home residency requirement? No Yes N/A – not subject to 212(e)

If 212(e) waiver has been granted, no extension is possible.

PROGRAM FUNDING

Specify cumulative funding amounts for new J-1 program end date. The funding should reflect the ENTIRE period listed on the DS-2019.

TOTAL NUMBER OF MONTHS ON DS-2019, INCLUDING EXTENSION PERIOD: _____

TOTAL FUNDS RQUIRED FOR ENTIRE PERIOD, INCLUDING EXTENSION, ON DS-2019: \$ _____

SPONSOR NAME: _____

SIGNED LETTER FROM SPONSOR MUST BE SUBMITTED WITH FINANCIAL DOCUMENTS.

SEVIS UPDATES: Extension entered Funding updated to include entire program period

Program Extension granted:

RO/ARO Signature Date entered into SEVIS