



Bluegrass Community & Technical College

F-1 PROGRAM EXTENSION REQUEST

The Department of Homeland Security requires that you complete your program of study by the end date indicated on your I-20. BCTC establishes your end date based on the average amount of time a student requires to complete the desired program of study (typically 30 months).

If a student on an F-1 visa requires more time to complete their program of study, they must complete the form below and turn it in at least one month before the designated end date. If you allow your I-20 to expire before you request a program extension, you will either need to leave the country or apply for reinstatement.

Please be advised that simply completing this form DOES NOT GUARANTEE a program extension. If authorized for a program extension, you will be emailed through your BCTC student email account. Contact the International Student Services Office if you have any further questions.

STEPS TO COMPLETING REQUEST FOR EXTENSION

1. Make an appointment with your academic advisor
2. Complete this form and bring all required documentation to your meeting with your advisor
3. Submit your form and all documentation to the International Student Services Office (Oswald Building 202A)
4. Check your BCTC student email account regularly to check the status of your request
5. If approved, you will be able to continue your course of study. If denied, remember that, by law, you have 30 days to leave the United States after the end date on your I-20.

STUDENT INFORMATION

First Name: _____
Last Name: _____
BCTC ID #: _____ SEVIS #: **N**

REASON FOR REQUEST (TO BE COMPLETED BY STUDENT)

Please indicate the following reason(s) that you believe you are eligible for a program extension:

- Academic delay caused by documented medical reasons (attach documentation)
- Extenuating academic circumstances documented by academic advisor
- Acceptance to a Selective Admissions Program
- Extensive ESL courses required at the beginning of course of study
- OTHER: _____

You may provide further explanation as to your request for extension below:

REQUIRED DOCUMENTATION

Include the following documentation:

- Medical documentation or letter from doctor (if applying for medical reasons)
- Financial Verification Form with supporting documents
- Copy of current I-20
- Any other important documents that support your request

TO BE COMPLETED BY THE ADVISOR

Required Credit Hours Remaining: _____

Estimated Completion Date: _____

Reason for Delay:

- Change/Add major field of study
- Documented illness or medical condition
- Student requires more time due to the following compelling academic reason(s):

SIGNATURES

Advisor	_____	Date	_____
Student	_____	Date	_____
PDSO or DSO	_____	Date	_____

FOR ISS OFFICE USE ONLY:

- Approved
- Denied

PDSO/DSO Signature: _____ Date: _____

- Updated in SEVIS
- Student notified via BCTC email