

FORM INFORMATION

Students must request an extension of their program end date if they are unable to complete their degree or program in the allotted time on their Form I-20 or DS-2019. The extension must be processed before the current program end date on their form, therefore, it is recommended to start this form at least two weeks prior to the current program end date.

SECTION 1: TO BE COMPLETED BY THE STUDENT

NAME: _____ **KU ID:** _____

CURRENT PROGRAM END DATE? _____ **IS THIS YOUR FIRST EXTENSION REQUEST?** ☐ YES ☐ NO

Students requesting an extension are required to provide updated Evidence of Financial Support to prove that they can afford the additional study time in the U.S. Documentation may include scholarship letters, bank statements or letters, as well as an updated Financial Sponsorship Forms, if applicable.

Submit Evidence
of Financial
Support

WHY ARE YOU REQUESTING AN EXTENSION? (EXPLAIN THE CIRCUMSTANCES BELOW)

STUDENT ACKNOWLEDGEMENT:

By signing this form, I certify that the information given on this form is complete and accurate. I am aware that an incomplete form will result in a delay in processing and that it is my responsibility to submit this form prior to my Current Program End Date. I understand that any false or misleading statements can result in a denial of the extension.

STUDENT SIGNATURE & DATE: _____

SECTION 2: TO BE COMPLETED BY THE ACADEMIC ADVISOR / DEPARTMENT CHAIR

IS THIS STUDENT MAKING NORMAL, SATISFACTORY PROGRESS TOWARD THEIR DEGREE? ☐ YES ☐ NO (IF NO, EXPLAIN BELOW):

BASED ON THE STUDENT'S PROGRESS, WHEN SHOULD THIS STUDENT COMPLETE THE REQUIREMENTS FOR THEIR DEGREE?

TOTAL CREDIT HOURS REMAINING TO TAKE: _____

THE DELAY IN THEIR DEGREE COMPLETION IS CAUSED BY (SELECT ALL THAT APPLY)

- ☐ CHANGE OF MAJOR ☐ ADDITION OF MAJOR OR MINOR ☐ LOST CREDITS UPON TRANSFERRING TO KU
☐ CHANGE IN RESEARCH TOPIC ☐ UNEXPECTED RESEARCH PROBLEMS ☐ BEHIND IN CREDITS
☐ OTHER (EXPLAIN): _____

DO YOU HAVE ANY ADDITIONAL COMMENTS TO PROVIDE?

By signing this form, I certify that the information provided in Section 2 is accurate to the best of my knowledge.

ACADEMIC ADVISOR/DEPARTMENT CHAIR SIGNATURE & DATE: _____