An extension of stay is required for students who do not complete their degree program by the completion date listed in Item 5 of the I-20. Students must apply for an extension before the I-20 expires. Students may request an extension up to six months prior to the completion date on the I-20.

To apply for an extension of stay, please bring the following documents to International Student & Scholar Services (ISSS):

- Passport, Form I-94
- Extension of Stay Request Form
- Proof of financial support
  - You should be able to verify the amount necessary for the extension of the I-20 with a personal bank statement or sponsor’s letter and sponsor’s bank statement
  - If you are a Research Assistant, Teaching Assistant, or Graduate Research Assistant and will continue with your appointment, please have your department fill out the 2nd page of the Extension of Stay Request Form.

**Graduate students**
In addition to the information above, PhD students who seek an extension beyond seven years and Master’s students who seek an extension beyond three years from their original program start date will be asked to provide more detailed information (see Part II on the Extension of Stay Request form).

**Sponsored students**
If you are a sponsored student, you and your sponsor will also need to complete the form Sponsored Student Extension Acknowledgement.

**Employment on campus**
Students working on campus need to show a copy of the extended I-20 to their employing department, or take a copy directly to Employee Record Services in NOA 2.200 to update their Form I-9 (Employment Eligibility Verification).