

## I-20 Extension Request for F-1 International Students at UTC

Please **TYPE** your responses on this form. The Office of International Student and Scholar Services does **NOT** accept handwritten forms.

If you are an F-1 visa holder and will not graduate by the program end date listed on your I-20, you must request an I-20 extension at least 30 days prior to that date. To do this, complete this form with the help of your academic advisor.

ISSS will update the Student and Exchange Visitor Information System based on the information you provide below. Please provide accurate information.

Type your answers into the required fields and email this form, along with a letter from your academic advisor (see below), to your Designated School Official. The DSO for undergraduate students is Eunice Davis ([eunice-davis@utc.edu](mailto:eunice-davis@utc.edu)), and the DSO for graduate students is Lora Cook ([lora-cook@utc.edu](mailto:lora-cook@utc.edu)).

U.S. Citizenship and Immigration Services places responsibility on the student to understand and comply with immigration law. Failure to comply with these regulations will mean the loss of your F-1 international student status. This has very serious consequences. For example, you could be barred from reentering the U.S. for up to 10 years, depending on the length of your status violation.

### TO BE COMPLETED BY THE STUDENT

#### Student Information

First Name: \_\_\_\_\_ Family Name: \_\_\_\_\_ UTCID: \_\_\_\_\_

#### Current Immigration Information

I-20 Expiration Date (MM/DD/YYYY): \_\_\_\_\_

Passport Expiration Date (MM/DD/YYYY): \_\_\_\_\_

#### Contract

I acknowledge that I fully understand and agree to comply with the rules and procedures listed below:

My passport must always be valid while I am in the U.S., with an expiration date at least six months into the future. It may only be extended or replaced by my embassy or in my home country.

My visa may only be issued outside of the U.S. It may expire while I am in the U.S., but my passport and I-20 must be valid at all times. If my visa expires before I leave the U.S., I must renew it before returning.

I must register with my Designated School Official upon my arrival in the U.S. To maintain my visa status, I must make normal progress in school and complete my studies before the expiration date listed on my I-20. I must always carry my passport and I-20 when I travel outside of Chattanooga. I must maintain full-time student status. If my address changes, I must inform the Office of International Student and Scholar Services within 10 days.

My I-20 must be issued by the Office of International Student and Scholar Services. If I wish to change majors, transfer to another school, or enroll in a new English as a Second Language level, I must request a new I-20. My I-20 must be signed by my DSO each year if I wish to travel outside of the U.S. The information on my passport and I-20 must be exactly the same.

I may NEVER work off-campus without authorization, and I may only work 20 hours per week on campus. After I complete my studies, I will have a 60-day grace period to leave the U.S. The duration of my stay may only be shortened or extended by the Office of International Student and Scholar Services at UTC.

I understand the UTC international student immigration information presented above, and I will follow U.S. immigration laws and regulations.

Student Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Center for Global Education Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

**TO BE COMPLETED BY THE ACADEMIC ADVISOR**

After meeting with the F-1 student seeking an I-20 extension, please write a letter to the Office of International Student and Scholar Services on letterhead. The letter may be emailed as a PDF to the appropriate international student advisor: Eunice Davis ([eunice-davis@utc.edu](mailto:eunice-davis@utc.edu)) for undergraduate students and Lora Cook ([lora-cook@utc.edu](mailto:lora-cook@utc.edu)) for graduate students. The letter should specify:

- Which courses are needed for the student to fulfill their degree requirements
- The length of the extension being requested (up to one year)

**Affirmation**

The student is requesting an I-20 extension in accordance with the regulations of U.S. Citizenship and Immigration Services.

Additional Comments for ISSS:

Signature of Academic Advisor: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_

Name and Title: \_\_\_\_\_

Department: \_\_\_\_\_ Email Address: \_\_\_\_\_@utc.edu Phone Number: \_\_\_\_\_

Center for Global Education Signature: \_\_\_\_\_ Date (MM/DD/YYYY): \_\_\_\_\_