



To: The Department Chair or Official Academic Advisor of: _____
(Student Name)

Date: _____

The legal stay of this student will soon expire, and s/he wishes to extend it to allow for completion of the academic program indicated on the reverse of this paper. An extension of stay in the U.S. is not automatic and may be denied by the United States Citizenship and Immigration Service (USCIS) of the Department of Homeland Security (DHS). The student wants documentation to use in the legal procedure for this extension application.

In the extension application procedure the student must establish that there are valid academic reasons for going beyond the given time limit. In other words, the student must document why s/he has not been able to complete the program of study in the time previously allowed.

Please bear in mind that the University certified originally and has been certifying continuously that the student has been carrying a full-time course of study as defined by federal regulation every semester since arrival.

Sometimes a student does have a valid academic reason for needing more time to complete her/his program and you can explain and certify this cause of the need for more time. On the other hand, sometimes a student does not have a valid academic reason but may simply have wished to continue as long as possible in the United States. Of course, the University is not to contrive reasons where there are none.

Please complete the form on the back of this paper. Your answers will be helpful in the University actions on the student's legal status and can be used as evidence in the federal application. Your reply will become part of the student's legal record here and may be used for other purposes in the University. Your accuracy is important not only for the student's application but also to protect other interests including the University's authorization by the U.S. government to enroll nonimmigrant students.

Thank you for your assistance. Please call me if further background might be useful.

Sincerely,

Ellen Blauw
Associate Director

Michael Groen
Assistant Director

Susan Whipple
Assistant Director

TO: Office of International Education, Marquette University

SUBJECT: Documentation for Application to Extend Stay as an F-1 Visa Student

Student Name: _____
(family name) (first name)

Marquette Student ID: _____

Level of Study: _____

Beginning date for that level: _____

Expected completion date originally certified by MU as not later than: _____

Status allowed by the U.S. government until: _____ plus 60 days to depart.

1) Despite continuous full-time academic studies here, the student's progress toward the degree was delayed because of the following academic reason(s):

2) This department expects the student to continue academic studies full-time to complete all of the remaining requirements for the degree as listed below. (A student may be less than full-time in the final term of studies with prior notification to the Office of International Education.)

Requirements	Completion by date:
_____	_____
_____	_____
_____	_____
_____	_____

3) Thus the student is expected to graduate in _____.
(month, year)

4) Items #1, #2, and #3 above have been completed by the student's Department Chair or official Academic Advisor who is:

Name: _____ Signature: _____

Date: _____ Phone: _____

08/2007