

MEMORANDUM

TO: FACULTY ADVISER

FROM: Marina Melendez
Director, Office of Graduate Student Services

RE: **Program Extensions/Immigration Process**

This memorandum is to request a special type of recommendation letter regarding your graduate student. According to the F-1 student regulations of the Department of Homeland Security, U.S. Citizenship and Immigration Services, this student has almost reached the end of the time allowed for completion of certification or degree requirements. Therefore, your graduate student will need to prepare an application to extend his/her stay in the United States to complete his/her studies.

I would appreciate it if your letter or memorandum, **which should be addressed to me,** would include the following information:

1. A statement this student has been continuously pursuing a full course of study.
2. A recommendation this student be allowed additional time to complete the current course of study.
3. An estimate of the expected date of completion of studies.
4. Reasons why an extended study period is required.

Acceptable reasons for delays in completing a program of study include: (1) changes in major field, (2) changes in research topics, (3) unexpected research problems, and (4) lost credits upon transfer to our school.

I am grateful for your consideration of this request and look forward to your response. If you have any questions regarding this matter, please do not hesitate to contact me.

Please note I will accept this letter via the internet or via campus mail.

Thank you.