

MEMORANDUM

To: INTERNATIONAL GRADUATE STUDENT

From: Office of Graduate Student Services

Re: Program Extensions/New SEVIS I-20s

For those of you whose I-20s will expire May or June of this year and you do not plan to graduate by this May, we must go ahead and request a program extension.

There is a memo of instruction for your adviser and a faculty's sample letter that your adviser could view. Please be sure that both are given to your adviser.

Please contact me to make an appointment when you have the adviser's letter of support. Your adviser may send the letter to me directly via email or campus mail. Bring all your immigration documents (I-20s, passport, I-94) with you to the appointment.

This is an easy process as long as you are timely. There is no fee for this process.

If you have any other questions, please contact me via email or stop by the office.

Thank you.