MEMORANDUM

To: Graduate Program and Academic Advisers  
From: Amelia Lushia  
        International Student Coordinator  
Subject: Program extension request  
Date: November 13, 2009

This memorandum regards Program Extension Requests for F-1 non-immigrant visa holders. Per federal immigration regulations, an F-1 student who has almost reached the original program completion date on their I-20 form and is unable to complete his/her degree program by that date, must formally request an extension of their F-1 program from The Office of International Education in order to be allowed to remain in the United States for the completion of studies.

As the academic adviser, we request that you provide a verification of the acceptable grounds for an extension listed below in the form of a letter addressed to Amelia Lushia, International Student Coordinator.

Please include the following information in this letter:
1. A recommendation that the student be granted additional time to complete the current course of study.
2. An anticipated completion date for the student’s degree program
3. The basis for an extension request of a student’s F-1 program as listed below:
   - A change in the student’s major
   - A change the student’s research topic
   - Unforeseen research problems
   - Authorized medical leave
4. If the student has an assistantship, please note if the funding will continue through the period of extension and any changes to the financial amount.

Thank you for your assistance in this matter. Please don’t hesitate to contact me by email at alushia@uvm.edu or by phone at 656-4296.