



**Program Extension Request Form for Fall 2023 - Summer 2024**

**SECTION I -- TO BE COMPLETED BY THE STUDENT**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Student ID #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 I-20/SEVIS #: \_\_\_\_\_ Program listed on the I-20: \_\_\_\_\_  
 (Top, left corner on the I-20 starting with N00.) Program end date on the I-20: \_\_\_\_\_

Have you requested a program extension before at MCC? (circle)      Yes                  No

**Eligibility:** Program extension applicants are required to:

1. Be in lawful F-1 status.
2. Making normal academic progress.
3. Possess an unexpired passport.
4. Be in good academic standing as listed in MCC's Catalog under Standards of Academic Progress (SAP).

Minimum requirements for good academic standing	
Attempted graded courses 1000-level and above (credit hours)	Minimum cumulative GPA
1.0-29.5	1.5
30.0-79.5	1.75
80.0+	2.0

Note: If students pass ESL or developmental classes, the students are in good academic standing. They earn credit hours, but they will not have a GPA.

5. Note that the CFR 214.2(f)(7)(iii) states that "Delays caused by academic probation or suspension are not acceptable reasons for program extensions."
6. Be enrolled full-time or have prior authorization by International Student Services (ISS).
7. Provide a Financial Affidavit and an official bank statement or letter dated within 6 months that is in English and shows funding for the extension in U.S. dollars.

**Process:**

1. Connect with a Counselor, Academic Advisor, Success Navigator, or the Coor of Int'l Student Services to complete Section II of this form.
2. Email this form, your educational plan, Financial Affidavit, bank letter/statement, and all supporting documents to [iss@mccneb.edu](mailto:iss@mccneb.edu).
3. ISS will review your request. If it is approved, ISS will provide you with a new I-20 to sign and date electronically.

I understand the eligibility requirements and process am requesting to extend my MCC I-20 and that an extension may be granted only for a maximum of one year. If I need more than one year, I will need to apply for another extension.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**SECTION II – TO BE COMPLETED BY A COUNSELOR, ACADEMIC ADVISOR,  
 SUCCESS NAVIGATOR, OR THE COORDINATOR OF ISS**

F-1 students have expiration dates on their I-20/SEVIS records to complete their programs at MCC. If they will not complete the program by the expiration date, they may request an extension before the date. ISS will determine if an extension is approved or not. ISS is a paperless office. Please save this form as a PDF.

1. Complete the info below.
2. Please verify that the program listed on page one is the same or very similar to the program listed in RGPE. Do not the change RGPE. Instead, inform the student that s/he needs to change the I-20 first to the current major in SEVIS by completing the Change of Educational Level/Major form located on the ISS Forms and Directions website.
3. Create an educational plan in Student Planning with the F-1 student and note the info below. Email the education plan and all pages of this form to [iss@mccneb.edu](mailto:iss@mccneb.edu) (or to the student to email to ISS). Screenshots/Word Docs are fine.
  - a. The student needs to have all tests results, such as the math test results, in order to complete the ed plan.
  - b. Include all prerequisite classes in the plan.
  - c. Not all classes are offered each quarter. Use “Enrollment Summary” in My Way or XCSS in Colleague to forecast.
  - d. It is important that the class formats are considered in the plan. The student may only count one online or remote class towards full time enrollment each quarter. Hybrid and blended courses are considered as on campus courses.
  - e. The student may request a vacation quarter through ISS after three consecutive quarters. ISS may consider the time a student was enrolled at another institution if there was no significant break before the transfer. Type “Vacation Pending ISS Approval” for a particular quarter in the Notes section and email a screenshot of the notes to [iss@mccneb.edu](mailto:iss@mccneb.edu) or to the student to email to ISS.
  - f. If the student plans to be enrolled part time in the final quarter, the student needs to submit a completed Reduced Course Load form to ISS. The student cannot take only online or remote classes in the last quarter. S/He has to have an on campus, hybrid, blended, or an on campus independent study class.
  - g. Include info in Notes and in STRK.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ MCC E-mail: \_\_\_\_\_

Student’s Program: \_\_\_\_\_ Anticipated Completion **Date** (MM/DD/YYYY): \_\_\_\_\_

- A. What is the academic reason for delay of program completion? Check all that apply.
- Change in program (not from ESL to a certificate of achievement or associate’s degree)  
 Previous program: \_\_\_\_\_  
 Current program: \_\_\_\_\_  
 Date of change: \_\_\_\_\_
  - Studies interrupted by medical conditions. The student must have medical documentation on file with ISS.
  - Student needed prereq. or dev’l classes (not ESL) before taking college level courses. Please list courses:  
 \_\_\_\_\_  
 \_\_\_\_\_
  - Other compelling academic reason. (Very rarely approved.)  
 \_\_\_\_\_  
 \_\_\_\_\_

B. Did the student take classes outside the program and count the credits towards full time enrollment? \_\_\_\_\_

C. Was the student ever on academic probation or suspension per CRI? \_\_\_\_\_

D. Please note that the CFR 214.2(f)(7)(iii) states that “**Delays caused by academic probation or suspension are not acceptable reasons for program extensions.**” Is the delay for completing the program due to a probation or suspension presently or in the past? \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**SECTION III – TO BE COMPLETED BY ISS**

See advisor’s answers above and check the box indicating that you reviewed these requirements:

- Look at page one to see if the student has requested an extension before at MCC. If so, locate the past program extension form to see if there are comments regarding the student needing another extension. If the past program extension had an end date with no notes about needing another extension, ask the student why s/he didn’t finish according to the educational plan that the advisor made with the student last time.
- Review if “Other” is marked as a reason for the extension in Section II, determine if the reason is a valid compelling reason. Consult with the PDSO.
- Review if the student took classes outside the program and count the credits towards FT. If yes, the student most likely will not be eligible.
- Review if “Vacation Pending ISS Approval” is noted in the educational plan. If yes, look up XAPX to see if the student would most likely be approved. If not, then the student needs to meet with a Counselor, Academic Advisor, Enrollment Navigator, or the Coor of ISS to revise the plan.
- Review if the student is or has been on probation or suspension and the poor grades are the reason for the extension request. If yes, then the student is not eligible.

If the student requested the extension before the program end date and is approved, please follow these steps:

- Check to see if the SEVIS record is active, not terminated, cancelled or completed.
- If the extension is based on medical conditions, see if there were approved RCLs in the SEVIS record.
- Update SACP w/ correct dates for the extension
- Update NIIS form purpose, start/end dates, and financial info, if necessary
- STRK Notes
- Remove any related holds in PERC
- Update Financial Info in SEVIS and update the number of months, if applicable.
- Click on “Extend Program” & include reason
- The I-20’s new expiration date is: \_\_\_\_\_  
 (The extension can be up to one calendar year. If the student needs more time, then s/he will need to submit another extension and financial documentation.)
- E-sign the I-20. Email the I-20 to the student. Instruct the student to sign and date the I-20 and return all three pages in a PDF to [jss@mccneb.edu](mailto:jss@mccneb.edu).
- Upload all documents in Etrieve, including the I-20 that is not yet signed by the student. When ISS receives the signed I-20 from the student, then the I-20 will be uploaded in Etrieve.

In accordance with 8 CFR 214.2(f)(7)(iii)-(iv), the request for an extension was:

- Approved     Denied    Reason: \_\_\_\_\_

P/D SO Initials & Date: \_\_\_\_\_ Comments: \_\_\_\_\_



**Financial Affidavit for a Program Extension for Fall 2023 – Summer 2024**

Please follow the directions listed below. International Student Services (ISS) will review your application after receiving all the financial documents.

1. Complete all sections.
2. Provide a supporting official bank letter or statement:
  - a. in English
  - b. stamped or signed by a bank official
  - c. in US currency
  - d. dated within six months from the date of submission
  - e. in a savings or checking account. ISS cannot accept money markets, investments, or letters from employers about salaries

F-1 students are required to enroll in a minimum of 12 credit hours each quarter, except for authorized reduced course loads and vacation quarters.

**Estimated expenses based on the number of quarters for the extension:**

	<b>1 Quarter</b>	<b>2 Quarters</b>	<b>3 or 4 Quarters</b>
Tuition and fees	\$1,284	\$2,568	\$3,852
Books/Supplies	\$ 500	\$1,000	\$1,500
Room/Board	\$2,600	\$5,200	\$7,800
Estimated Personal Expenses & Transportation+750	\$ 750	\$1,500	\$2,250
<b>Sub total</b>	<b>\$5,134</b>	<b>\$10,268</b>	<b>\$15,402</b>
Health Insurance (two quarters)	\$835	\$1,670	---
Health Insurance (four quarters)	---	---	\$3,340
<b>TOTAL</b>	<b>\$5,969</b>	<b>\$11,938</b>	<b>\$18,742</b>
Amount per dependent	\$1,285	\$2,570	\$5,140

Tuition and fees are charged at \$107.00 per credit hour. 12 credit hours cost \$1284 for one quarter.

F-1 students with F-2 dependents coming to the U.S. are required to demonstrate additional support in the amount of \$5,140 for each dependent. Add the amount to the estimated total listed above.



**Section 3. Verification of Financial Support** (to be filled by the applicant)

I, \_\_\_\_\_ (applicant printed name), hereby promise that I have sufficient funding to support the first year of my education at MCC, including funds for my spouse and children if applicable; all of the information provided on this form is correct and complete; I will notify MCC of any change in my financial circumstances. I am fully aware that any false or misleading statement will result in an automatic denial of admission.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 4. (A and B) Verification of Financial Support** (to be filled by the financial sponsor – even if you are your own sponsor)

**A.** Are you financially supporting any other MCC students? Yes  or No

If yes, please list the other MCC students you are supporting:

MCC ID number	Last name	First/Given	Middle
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**B.** I (we) the undersigned certify that I am willing and able to financially support the applicant's educational and living expenses for the entire length of study at Metropolitan Community College and that I (we) are submitting bank documents indicating the availability of these funds.

Sponsor's Name (please print)	Signature	Month/Day/Year
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Address	State/Province	Postal Code
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Home Phone	Cell Phone	E-mail Address
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