

**Extension and/or Change of Academic Level Form**

Complete Section A, then have your academic advisor complete Section B summarizing the reason for academic program extension or verifying your new academic program. You must also provide **financial documentation** showing sufficient funds for the period of extension or to cover the costs of the first year of study at your new academic level.

**A. TO BE COMPLETED BY STUDENT**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Local Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Email Address \_\_\_\_\_ Hopkins ID \_\_\_\_\_ Current Program End Date \_\_\_\_\_

Check the purpose of this form (one only):

☐ Applying for Extension in Current Program Current Program \_\_\_\_\_ Degree Level \_\_\_\_\_  
☐ Applying for Change of Academic Level\* New Program \_\_\_\_\_ New Degree Level \_\_\_\_\_

**B. TO BE COMPLETED BY ACADEMIC ADVISOR**

As part of the process for an international student to extend his/her stay in the U.S. or to transfer to a new academic level, OIS must have certain information from the student's academic advisor. Please complete the form in full & return to the student for submission to OIS. OIS will then use the information you provide to determine the student's eligibility for the immigration benefit. NOTE : Academic probation or suspension are not acceptable reasons for an extension program.

Please provide the expected date that the student will complete the academic program (date or term) \_\_\_\_\_

**IF THE STUDENT IS REQUESTING A CHANGE OF ACADEMIC LEVEL, NO ADDITIONAL INFORMATION IS NEEDED.** Please complete and sign advisor's verification below.

**IF THE STUDENT IS REQUESTING AN EXTENSION AT THE EXISTING ACADEMIC LEVEL, please also complete the following:**

Number of Credits Required for Degree \_\_\_\_\_ Credits Accumulated to Date for Degree \_\_\_\_\_

Is this student making normal progress towards his or her current degree? ☐ Yes ☐ No

Do you recommend this student be given additional time to continue his or her program of study? ☐ Yes ☐ No

This student has not yet completed the current program of study due to:

- ☐ Delay caused by a change in major field of study
- ☐ Delay caused by a change in research topic
- ☐ Delay caused by unexpected research problems
- ☐ Delay caused by lost credits upon transfer to JHU
- ☐ Delay caused by medical problems
- ☐ Other (please explain) \_\_\_\_\_

Additional comments (if any) \_\_\_\_\_

**Advisor's Verification:** Name \_\_\_\_\_

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

Campus Address \_\_\_\_\_ Phone No. \_\_\_\_\_

*Submitting the Application.* You may either bring the completed application and all supporting materials to an OIS location during scheduled advising hours or submit the application and documentation as a single PDF file by going to <http://ihopkins.jhu.edu>. Sign in with your JHED ID and under “F-1 Student Services” you will find the electronic form to submit your documentation. Follow the instructions and indicate if you will visit an advisor (in case of questions) or wish to have the application processed from the documentation submitted. Please be aware that all students on JHMI’s I-20 must visit the Medical Institutions location of OIS for services; students on Homewood, Carey, Peabody, or SAIS I-20s may visit any of the other 4 OIS locations for services.

Please be certain that you have included the required financial documentation; for an extension, we need to see funding to cover the period of extension; for a new program of study the funding must cover at least the costs for the first year of attendance. See the Office of International Services website (<http://ois.jhu.edu>) for estimates of your program’s costs.