EXTENSION OF PROGRAM APPLICATION

If UT did not issue the DS-2019, the sponsor listed (#2 on DS-2019) must process the Extension of Program. If the I-94 card is not marked Duration of Status (D/S) contact OISS. An Extension of Program Application must be submitted prior to the DS-2019 expiration date.

TO APPLY YOU WILL NEED:

A personal letter -

1) Titled “Dear Sir/Madam.
2) Indicate that you are requesting an “Extension of Stay” and indicate the date your attendance began at The University of Toledo through current/date of application.
3) Explain the academic and/or medical reason(s) that prevented you from completing your education by the date indicated on the DS-2019. Legitimate reason(s) to be considered by the Department of Homeland Security (DHS) are:
   a) Change of major,
   b) Change of research topic,
   c) Unexpected research problems,
   d) Verifiable and documented illness.
4) Indicate expected completion date.

Supporting documentation –

1) A statement from your academic advisor and/or department chair clarifying:
   a) The date that you began your degree program,
   b) Your expected completion date,
   c) Verification/documentation of legitimate academic reason.
2) A statement from your attending physician verifying medical condition,
3) Current financial documentation indicating that you are financially able to cover expenditures throughout your educational period (i.e. tuition, fees, medical, and basic living expenses).
4) Valid Form I-94 and Passport for a minimum of 6 additional months.
5) New DS-2019 will be prepared for submission.