

**Certification of Designated Department or College Official for  
F-1 or J-1 Program Extension**

The following is required by this office when a student exceeds the time limitation for completion of studies set forth on his/her immigration document. Please complete and return this form to the student or mail to ISSS, 400 Turner Student Services Building, MC-306.

**Please Note:**

Non-immigrant students on F-1 and J-1 nonimmigrant status must be enrolled for a full course of study and must be making satisfactory progress toward their degree. Full-time for both graduate and undergraduate students is defined as 12 semester hours. Any student wishing to register for a reduced course load should consult with an ISSS advisor and secure the appropriate documentation *prior to* finalizing the reduction in registration. Failure to do so will jeopardize a student's legal status in the United States.

Today's Date \_\_\_\_\_ Student's Name \_\_\_\_\_

Official's Name/Office Address/Phone: \_\_\_\_\_  
\_\_\_\_\_

I certify that this student is working towards a:

- Bachelor's
- Master's
- Ph.D. degree in the field of \_\_\_\_\_
- C.A.S
- Other \_\_\_\_\_

This student has not been able to finish degree requirements in a timely fashion for the following reason(s):

- The student changes his/her thesis research topic or advisor.
- The student experienced an unexpected delay in thesis research.
- The student changed his/her major field of study.
- The student has not finished all coursework requirements.

I expect the requirements for this degree program to be completed in \_\_\_\_\_.  
(Specify the month and year)

\_\_\_\_\_  
Signature of Designated Department or College Official