



Program Extension Request Form

New Orleans Baptist Theological Seminary | Leavell College

Students must apply for a program extension prior to their program end date recorded in SEVIS. To request a program extension, complete Section 1 of this form and submit it to the P/DSO. The P/DSO will complete Section 2 of this form. Valid requests for extensions include academic or medical reasons. Extensions are granted in increments of one year, as per SEVIS guidelines. If you need more than a one year extension, you must apply for an additional extension once your first extension is coming to an end. Please note that your P/DSO may request updated financial information to ensure that you have enough funds to continue to pay your tuition and living expenses. If your request is approved, your P/DSO will provide you with an updated Form I-20 with your new program end date.

Section 1: Student Information

Name _____
Family/Last Name
First Name (as shown on passport)
Middle Name (if applicable)

NOBTS Student ID# _____ **Email** _____ **Phone #** _____

Current U.S. Address _____
Street Name and Apartment Number OR Dormitory Room Number (CANNOT USE PO BOX #)

City _____ **State** _____ **Zip Code** _____

Program Start Date _____ / _____ / _____ **Form I-20 Program End Date** _____ / _____ / _____
(MM/DD/YYYY) (MM/DD/YYYY)

Current Degree _____ **Semesters Completed for Current Degree** _____

Statement of Program Extension and Good Standing

(please write your initials in the provided space next to each statement)

Reason for Extension _____

_____, I, _____, do hereby request to extend my Program of Study for an additional _____ months (not to exceed more than 12 months). I request to extend to the date of _____ / _____ / _____ (MM/DD/YYYY), so that I may fulfill all of the requirements to complete my degree program.

_____, I affirm that I am a current F-1 full-time student and that I am in good academic standing at NOBTS or Leavell College. I further affirm that I am in compliance with all of the current requirements of this institution and that my student related accounts are in order.

_____, I affirm that I am in full compliance with all current immigration regulations of the U.S. government and that I will continue to abide by my visa requirements to maintain my status.

_____, I understand that the above statements may be subject to verification, and if found to be false, may result in the termination of my F-1 status.

Student Signature

Date



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P/DSO Program Extension Request Recommendation

Program extensions must meet the regulations of the Student and Exchange Visitor Information System (SEVIS) and be approved by the P/DSO. Students must have a valid reason for requesting a program extension. Valid requests for extensions include academic or medical reasons. Students must be able to prove they are progressing in their studies and it is recommended that they prove they have the required funding for the additional time they are requesting to complete their program of study. The student's SEVIS account can be updated by the P/DSO and the extension does not need SEVP adjudication. The P/DSO will need to issue the student a new Form I-20 with the updated program end date.

Section 2: This Section is to be Completed by the P/DSO

Student Name _____
Family/Last Name First Name (as shown on passport) Middle Name (if applicable)

NOBTS Student ID# _____ **Form I-20 Program End Date** _____ / _____ / _____
(MM/DD/YYYY)

The expected program end date for this student is Fall Spring Summer **Year** _____

This student has been continuously enrolled as full-time since the program start date Yes No

The reason for this student's program extension request:

- Delay due to changing program of study
- Delay due to changing research topic for thesis or dissertation
- Delay due to loss of credits upon transferring to NOBTS
- The original expected length of the program was not reasonable for an average student
- Other _____

P/DSO Recommendation

I, the P/DSO, therefore recommend or do not recommend that this student be granted approval for a program extension in order to complete their remaining coursework for their degree program.

 P/DSO Signature

 Date