



Academic Recommendation for Program Extension

Please complete sections 1, 2, and 3, then take this form to your Academic Advisor for review and signature. Note that if the end-date on your I-20 has already passed you **cannot** extend. You will need to apply for reinstatement instead. **Incomplete or unsigned forms will not be accepted.**

1. Please provide the following information:

» Your name: _____ » Your student ID (CCID): _____

» Your Academic Advisor: _____ » Current I-20 end-date: _____

2. Why do you need more time to finish your degree? Please select **ONE**:

I changed my major at Cambridge College

I have encountered unexpected problems with my Capstone/ILP/IRP

I was injured/sick and had to take a Reduced Course Load

I missed one or more term of study due to Leave of Absence in _____
Term Year

Other. Please explain in detail:

3. When will you graduate?

» I plan to complete all requirements for graduation in _____
Term Year

4. Please ask your Academic Advisor to review this information and sign:

» By signing, the student's Academic Advisor **confirms** both that a) the student's need for extending his/her program of study is as stated in Section 2, and b) the student should be able to complete his/her requirements for graduation by the term and year specified in Section 3. **Please do not sign if this information is in any way incorrect or inaccurate.**

Advisor's Signature

Date

Advisor's Name (please print)

Telephone number/extension

5. Please scan and email this form to the International Student Office.

For International Student Office use (don't fill this part out, please!):

» I-20 extended to: _____ » Extended by: _____ » Date: _____

» Student notified of extension: Yes No » Notified via: _____