

**Office of International Programs**

5500 N. St. Louis Avenue  
 Chicago, IL 60625-4699  
 773.442.4796  
 international-programs@neiu.edu

It is very important that you submit a complete request for extension **PRIOR** to your I-20 program completion date. Please allow 5 working days for extension processing. To request an extension, please submit the following documents to the Office of International Programs (LWH-0008C):

- ◆ Extension Request Form
- ◆ New Financial Statement (notarized)
  - For the latest Financial Statement go to <http://admissions.neiu.edu/international-applicants>
- ◆ New bank letter (on bank letterhead with original signature of bank official)
- ◆ Official letter from advisor explaining why extension is needed

**Section A: (To be completed by student)**

Last Name	
First Name	
Student ID #	
SEVIS ID #	
I-20 Start & End Date	
Email Address	
Phone Number	
Current Address	
Student Signature	
Signed Date	

**Section B: (To be completed by academic advisor)**

Student's Expected Term of Graduation	
Name of Academic Advisor	
Academic Advisor's Signature	
Date of Signature	