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Center for Global Engagement

## **Request for an Extension of Program**

***To The Academic Advisor: International students who do not complete their academic programs by the end date of their immigration document must ask for an extension from designated staff at the Center for Global Engagement who are responsible for the immigration regulation advisement for international students. The Center staff relies on academic departments and advisors to estimate the approximate amount of time needed to complete a student's program. This form is designed for that purpose. The student named below has asked for an extension. We appreciate your help and support in providing the following information about the student's academic program, so that we may extend the student's stay in the U.S. Please contact us at 718.982.2100 or at [intstudy@csi.cuny.edu](mailto:intstudy@csi.cuny.edu) if there are any questions or concerns.***

**To:**            **The Center For Global Engagement**

**From:**           \_\_\_\_\_

**RE: Student:** \_\_\_\_\_

**Student ID#:** \_\_\_\_\_

Please be advised that this student must still complete the following number of courses in order to graduate:

Number of courses remaining to graduate: \_\_\_\_\_

Student will be completing his/her last semester in the (check one):

Fall \_\_\_\_\_ semester.

Spring \_\_\_\_\_ semester.

Summer \_\_\_\_\_ semester.

Advisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Return this completed form to the Center for Global Engagement. This form is not acceptable without the academic or faculty advisor's signature.**

