



F-1 Student's Checklist for Application for Extension of Stay

This checklist will assist you in preparing your application for an extension of stay.

You need to submit the following to the International Programs Office (IPO):

- Academic Advisor's Form for Extension of Stay – all questions must be answered. Your advisor is the only person who can complete the Advisor's Section.
- Financial Documentation: financial documentation can be faxed to the attention International Programs Office at 1 (315) 386-7907. Originals of these documents must also be mailed to our office.

Financial documentation can be any of the following, or a combination:

- Recent personal bank statement (issued within the last three months)
- Certificates of Deposit Statement
- Funding Letter from your academic department or program
- Stock Certificates

If you have a financial sponsor, such as a parent or relative, you need to submit the following:

- Sponsor's recent bank statement
- Notarized letter from sponsor stating their relationship to you and confirming that they will support you while you are a student at SUNY Canton (see example of a notarized letter below)
- If your financial sponsor is a permanent resident or a U.S. citizen and lives in the United States, your sponsor needs to fill out Form I-134 Affidavit of Support (these forms are in the International Programs Office)
- Proof of Sponsor's Certificate of Deposit
- Sponsor's Stock Certificates

Processing:

- After you submit the Academic Advisor's Recommendation form, we will e-mail you the financial amount you need to document.
- Your application needs to be complete (advisor's recommendation form and all necessary financial documentation) before we can begin processing your new I-20
- Once the application is complete, it takes a minimum of 7-10 working days to complete the processing. ***Your patience is appreciated.***
- When your new I-20 is ready, you will receive an e-mail message to come to our office to pick it up, or you can provide a mailing address for it to be sent to you.

- If the expiration date of your I-20 is in less than five days, you have submitted the required documentation, and you have not been informed that your I-20 is ready, contact the Office of International Programs.

Notarized Letter Example:

(Letters can usually be notarized at your sponsor or family member's bank or lawyer's office.)

Date

To Whom It May Concern:

I (*Sponsor or family member's name*) will provide financial support for (*Student's name*) while they are enrolled at SUNY Canton. I am the student's (*relationship of sponsor or family member to the student*).

Sincerely,

Name of sponsor or family member

Notary's signature is made here

Notary's Seal or Stamp is affixed here