SAMPLE LETTER OF RECOMMENDATION FOR F-1 PROGRAM EXTENSION

[Must be on department letterhead or sent by email directly to OIP]

Roosevelt University
Name of Department
Name of Street
Chicago, IL 60605

DATE: MM/DD/YY

TO: Office of International Programs
430 S. Michigan Ave, AUD 336
Chicago, IL 60605

I am writing to recommend a program extension for [student's name]. [Student’s name] is a student in the [name of department] department pursuing a [BS/MS/Ph.D./etc.] degree and is expected to complete all degree requirements including [project, thesis, dissertation, comprehensive exam - if applicable] on [date].

Due to [reason for the extension], [name] will require additional time [how much? one semester, one year] to complete [# number of courses/credits] required for his/her program of study.

Sincerely,

Signature
Name
Title
Department

NOTES TO
Academic Advisor or Department Head

1. It is essential that the completion date indicated in the recommendation letter be as accurate as possible.

2. A student in F-1 status is eligible for a program extension if it is established that delay in completing the program requirements has been caused by compelling academic reasons [such as additional time need for English instruction, changes in major, field of study, academic concentration, research topic or unexpected research problems], or documented medical reasons. Delays in completing program requirements, which are caused by academic probation or suspension or unavailability of classes on a preferred campus if it is otherwise available, are not acceptable reasons for extension of a program of study. Please explain in detail the reason for this extension.

   Students with questions regarding F-1 program extension should schedule an appointment with an advisor in OIP.