

International Student and Scholar Services ♦ Florida International University

Modesto Maidique Campus: GC 355 Ph: (305) 348-2421 Fax: (305) 348-1521
Biscayne Bay Campus: WUC 363 Ph: (305) 919-5813 Fax: (305) 919-4824

ACADEMIC CERTIFICATION FORM for INTERNATIONAL STUDENTS

INSTRUCTIONS: This form is used by ISSS advisors to determine what program dates should be used when creating or updating an international student's I-20 or DS-2019. A student is required to submit the completed form to ISSS in the following situations: (a) the student is enrolled at FIU under a non-immigrant visa category other than a student category and needs to apply for a *change of status* to F-1 or J-1, (b) the student is currently in F-1 or J-1 status and must request a *program extension*, because he or she will not graduate by the current estimated completion date on his or her I-20 or DS-2019, or (c) the student is currently in F-1 or J-1 status and is requesting an I-20 with an earlier completion date to reflect the term in which he or she expects to graduate (ISSS will *shorten program*).

NOTE: In the case of program extension, the student will be granted an extension only if he or she has not yet completed degree requirements and will not be able to graduate without taking additional credits.

I. To be completed by student (Please PRINT):

Last Name First Name Panther ID#

Program Level:

Bachelor's Master's Doctorate Other (*Specify*) _____

Email Phone #

Please check one of the following:

- _____ 1. I am applying for a change of immigration status to F-1 or J-1.
- _____ 2. I am requesting a program extension.
- _____ 3. I am requesting that ISSS shorten my program.

II. To be completed by Academic Advisor:

Student's expected completion date: (Month)_____ (Year)_____ Cumulative GPA:_____

The student has completed _____ credits and needs to take _____ additional credits in order to graduate.

If the student is requesting a program extension, please indicate the reason additional time is needed to complete the degree:

- Change of major / Addition of second major or minor (undergraduate students)
- Change of program or level (graduate students)
- Improper sequencing of courses/Limited course offerings
- Additional time needed to complete research for thesis/dissertation
- Other: _____

Please provide additional comments: _____

Advisor's Name (Please PRINT) Advisor's Signature Date

Phone:_____ Fax:_____ E-mail:_____