

Program Ext.
5 business days
processing

J-1 Program Extension Request

- Apply 15 to 30 days prior to the expiration of current DS-2019.
- Complete J-1 Program Extension Request form; obtain recommendation and signature from Academic Advisor/Department Chair/Mānoa International Exchange (MIX) Coordinator.
- Attach proof of funds for the extension period.
- Log your request on ISS Website: <http://www.hawaii.edu/issmanoa/>
- Submit original request to ISS office.

Part A. To be completed by Student

Student's full name (LAST, First): _____

Completion date indicated on current DS-2019 (mm/dd/yy): _____

An extension of program on the DS-2019 does NOT extend the J-1 visa stamp in the passport. If your visa has expired, you are allowed to remain in the U.S., but you must apply for a new visa at a U.S. consulate the next time you depart the U.S. A visa cannot be renewed in the U.S.

Part B. To be completed by Academic Adviser or Department Chair

The international student whose name appears above wishes to apply for an extension of the time allocated to complete his/her program of study. Your approval will result in a visa document (DS-2019) valid until the new expected completion date.

1. The student is engaged in the following academic program:

Major: _____ Degree: _____

Revised expected completion date (mm/dd/yy): _____

2. The student is making normal progress towards his/her current degree in a fulltime program of study.

Yes No

3. This student has not yet completed the current program of study due to (please check all that apply):

Delay caused by a change in major field of study

Delay caused by a change in research topic

Delay caused by unexpected research problems

Delay caused by lost credits upon transfer to our school

No unusual delay. The original length of time to complete studies on the DS-2019 form was not reasonable for an average student in this program.

Other. Explain: _____

Academic Advisor/Department Chair/
Manoa International Exchange (MIX) Coordinator
Printed Name

Signature

Date

Department

Email

Telephone #

To be completed by student

Online Tuition & Fees Tables

Fall/spring http://manoa.hawaii.edu/records/tuition_fees/
 Summer <http://www.outreach.hawaii.edu/>
 Cost of attendance http://www.hawaii.edu/fas/basics/student_budget/

Worksheet Instructions

Using the information above, check the appropriate boxes below and fill in the corresponding blanks to calculate the “Total Costs” for the extension period and the “Total Funding” available. Total Funding must be greater than or equal to Total Costs. Official documentation of listed funding sources is required. All students must show for full-time enrollment funds except those in 700F/800 or those approved by the ISS for part-time (e.g. last semester, medical).

COSTS:

Tuition	<input type="checkbox"/> Full time (if you have a full tuition waiver, calculate “Fees” only for duration of extension)		
	\$ _____ x ___ semester(s)		=
	<input type="checkbox"/> Part time	Number of credit(s) _____ taking	=
	<input type="checkbox"/> 700F/800	\$ _____ x ___ semester(s)	=
	<input type="checkbox"/> Summer Only	Number of credit(s) _____ taking (Disregard, unless you plan to complete in summer)	=
Fees	<input type="checkbox"/> Fees	\$ _____ x ___ semester(s)	=
Living Expenses	<input type="checkbox"/> Fall/Spring	\$ <u>9,539</u> x ___ semester(s)	=
	<input type="checkbox"/> Summer	\$ <u>2,900</u> x ___ session(s) (Disregard, unless you plan to complete in summer)	=
Dependents	<input type="checkbox"/>	\$ <u>667</u> x ___ month(s) x ___ person(s)	=
		OR (\$ 6,000 per 9 months) x ___ person(s)	=
TOTAL COSTS			\$

FUNDING:

I have:	<input type="checkbox"/> Personal/Family/Sponsor funds *(attach bank statement)		=
	<input type="checkbox"/> Assistantship ** (attach PNF/department offer letter/memo)		=
	<input type="checkbox"/> Scholarship, Tuition Waiver (attach award verification)		=
	<input type="checkbox"/> Other (specify + attach verification: _____)		=
TOTAL FUNDING			\$

* Funding in the form of bank statement from student/family/sponsor must be dated less than 60 days from date of extension request; bank statement must be translated in English. If in other than U.S Dollar, attach currency converter from OANDA: www.oanda.com/currency/converter
 ** Graduate Assistants must present PNF issued within 60 days of submitting extension request to ISS office.

I verify that the information above is true and correct.
 Student’s Printed Name: _____ Signature: _____ Date: _____