

Make an appointment with your immigration adviser and have all items below completed and prepared before the appointment.

- I-20 Request Form
- Financial Documentation
  - Personal Funds
  - Funds from UCF
  - Funds from family or sponsor — Notarized affidavit of support must accompany this document

For more information please see **International Student Certificate of Finances** form.

- Letter from adviser
  - The letter must state the student is making academic progress, why an extension is necessary and what the expected date of graduation is.

Sample statement for adviser letter:

SUBJECT: (UCF international student name)  
Extension of stay (Form I-20) request

To whom it may concern:

The above named student is making academic progress towards a (Master's) degree in (Electrical Engineering). The student will need additional time to complete all degree requirements. The expected graduating semester is (Fall 2014).

If you need additional information, please do not hesitate to contact me at (407-823-0000).

Sincerely,

**Reminder: If you are required to update your hiring paperwork with the International Services Center, please bring your passport, visa, and I-94 card.**