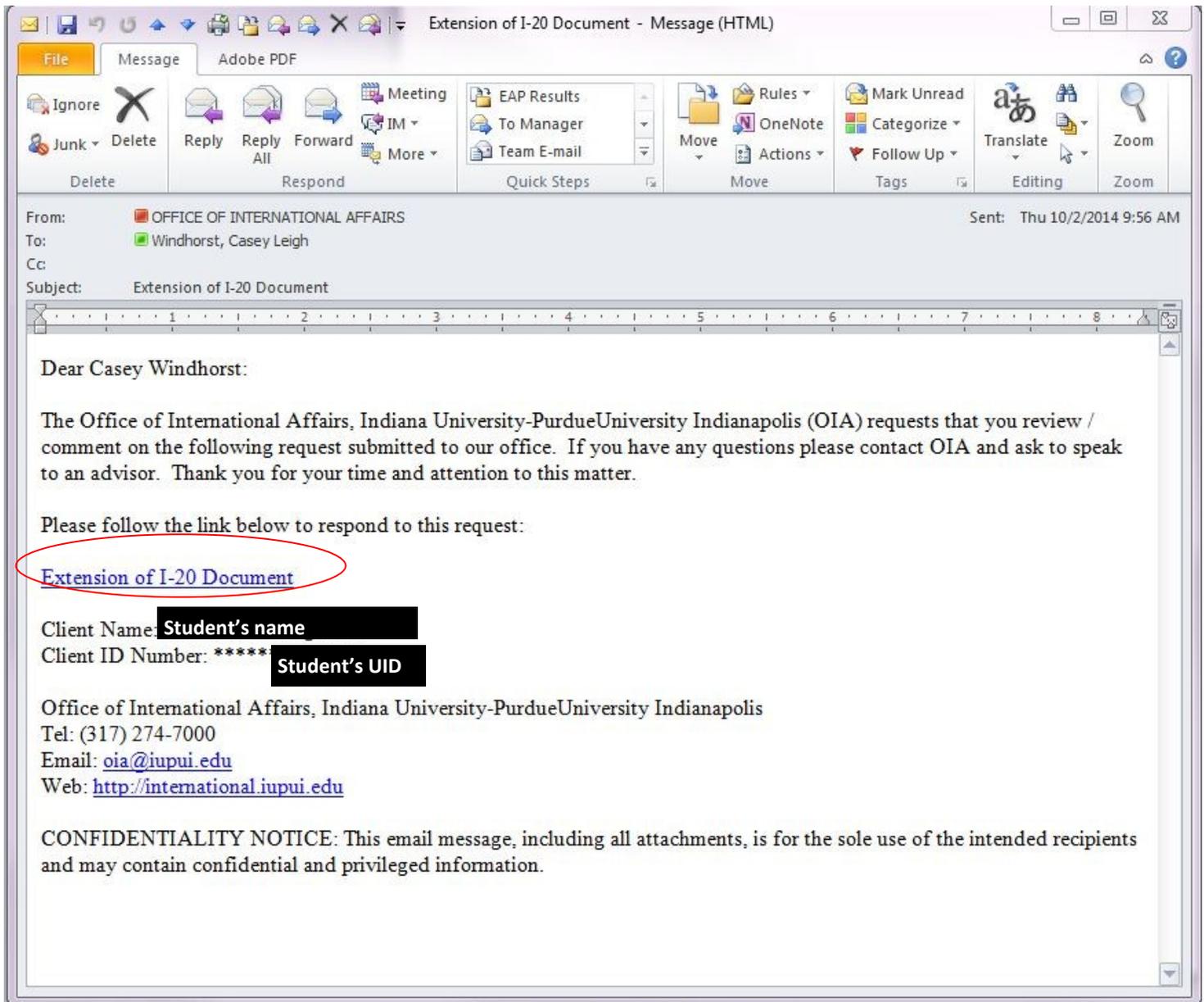


Much like other requests, you will receive an email from OIA alerting you that a student has a request pending for you. You should see the student's name and last four digits of their university ID number. Simply click on the link to access iStart (you will need to CAS Authenticate).



Once CAS Authenticated, you will see a list of students who have routed eForms to your attention. Simply click on the link for the record you wish to evaluate.

INDIANA UNIVERSITY

iStart
online services for international students, scholars & staff

Secure Online Session
Casey Windhorst
Network ID: cwindhor
Logout in order to end your session.

Logout of iStart services

Respond to E-Form Requests

Any outstanding e-form requests that have been submitted for you to respond to will be listed below. Click on each link below to open the eform request in a new window, fill out the e-form, and submit. E-form requests that you have recently submitted may also be listed further below, in a second section, until office staff have reviewed and approved them.

If you are not seeing any requests listed, there are a number of possible reasons why:

- **Are you logged in as someone else?** Please look on the left-hand side of the page at the listed "Network ID", which should be your username or Guest Account email address. If you see something different, you are logged in as another user.
- **Was the eform request cancelled?** If the request was cancelled, you will no longer see it listed.

Current E-Form Requests:

Student's UID	Student's name	Extension of I-20 Document
---------------	----------------	----------------------------

E-Form requests you have recently submitted:

Student's UID	Student's name	Transfer In Request
---------------	----------------	---------------------



iStart
online services for international students, scholars & staff

Secure Online Session

Student's name
Campus: Indianapolis
Network ID: **Student's name**

Extension of I-20 Document

CLIENT NAME & ID NUMBER: **Student's name** | **Student's UID**

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

Logout of iStart Services

COMMENTS / REVIEW FOR EXTENSION OF I-20 DOCUMENT

To maintain legal status, F-1 visa students must have a valid I-20 form. The student named above is requesting an extension of their I-20 form as they have not yet completed their academic objective. In order to process this extension, the Office of International Affairs requires information from the academic department.

According to Department of Homeland Security regulations, students can be eligible for an extension of their I-20 if delays are caused by compelling academic or medical reasons, such as changes of major or research topics, unexpected research problems, or documented illnesses. Students whose program completion has been delayed by academic probation or suspension are not eligible for an extension.

Please read and fill out this form to verify the additional amount of time needed for the student to complete the degree, and the compelling academic or medical reason for the extension. Please be aware that this request is time sensitive. The extension must be processed prior to the current expiration date on the student's I-20 form. Thank you for your assistance!

Anticipated Completion of Current Degree Program * Month Day Year

Number of Credits Required Beyond the Current Semester to Complete Degree Program *

I recommend that the student be allowed this additional time to complete the requirements for the degree program for the following reason(s) [check all that apply]:

Delays caused by unexpected research problems or change in research topic YES NO

Delays caused by a change of major YES NO

Delays caused by lack of availability of required courses YES NO

Delays caused by illness YES NO

Delays caused by approved leave of absence YES NO

Other (please explain in detail) YES NO

Additional Information or Comments Concerning this Request

Last Updated 10/02/2014 09:56 AM

* required fields **Submit**

This eForm does not ask for specifics from the student. We need to know from the student's academic advisor what substantiates a need for an I-20 extension. Because of this, there is no information from the student submission for you to review.

We understand that the information pertaining to estimated graduation date and credits required assume successful completion of coursework.

Additionally, please give us some details about why the extension was necessary.

If the situation is not adequately described above, please leave details in the comments section.

Submit when complete

INDIANA UNIVERSITY

iStart

online services for international students, scholars & staff

Secure Online Session
Student's name
 Campus: Indianapolis
 Network ID: **Student's name**

Review / Comment on an E-Form Request

This request has been generated through the International Office Module for the International Office.

Logout in order to re-login to view other requests.

Logout of iStart Services

Extension of I-20 Document

FORM SUBMITTED

Thank you for submission of this information. The Office of International Affairs, Indiana University-PurdueUniversity Indianapolis will review what you submitted concerning this Extension of I-20 Document.

Office of International Affairs
 902 W. New York St., ES 2126
 Indianapolis, IN 46202
 Phone: (317) 274-7000 Fax: (317) 278-2213
 Email: uia@iupui.edu

Once you have submitted the eForm request, you should see the screen above. In addition, you should get an email such as the one below. In addition, you will get an email (example on page 5) once the request has been approved by OIA.

FW: Thank you for submitting feedback! - Message (HTML)

From: Windhorst, Casey Leigh
 To: Windhorst, Casey Leigh
 Subject: FW: Thank you for submitting feedback!

Sent: Thu 10/2/2014 11:33 AM

Thank you for submitting feedback on the extension request for **Student's name**. OIA will be reviewing the information as quickly as possible and notify the student of the decision. If you have additional questions, please contact iadvisor@iupui.edu.

Best,
 OIA Advising Staff

