

F-1/J-1 Program Extension

Advisor Letter Sample

**Sample Letter of Recommendation**

(Must be on Department letterhead)

**DATE:** MM/DD/YY

 **TO:** International Student & Scholar Advisor

 Office of International Programs

 Room 240, Estabrooke Hall

 I am writing to recommend a program extension for (***student's name***). (***Student***) is a student in

 the (***name of department***) department pursuing a (***BS, MS, or PhD***) degree and is expected to

 complete all degree requirements (***including project, thesis, dissertation - if applicable***) on (***date***1).

 (***student's name***) requires ***(number of credits)***more credits in order to graduate.

 Due to unexpected research problems2, (***student’s name***) will require additional time to

 complete her/his program of study.

 Sincerely,

 *Signature*

 Name

 Title

 Department

**NOTES TO** **Academic Advisor:**

**1.** It is essential that the completion date or projected completion date noted on the recommendation letter be as accurate as possible.

**2**.  A student is eligible for a program extension if it is established that the delay in completing the program requirements has been caused by compelling academic reasons (such as changes in major field of study or research topic, or unexpected research problems), or compelling and unexpected medical reasons. Delays in completing program requirements which are caused by academic probation or suspension are not acceptable reasons for extension of a program of study.

***Office of International Programs • 240 Estabrooke Hall • Orono, ME 04469***

***(207) 581-3423 • Fax: (207) 581-2920***

programextensionadvisorletter/L>ISSS>Students>extensions

rev. 11/2016