

I-20/DS-2019 Extension Request via I3S Terra Dotta Student Portal

Extension requests **must be submitted** prior to I-20/DS-2019 end date and must have circumstances that necessitate the extension.

To submit a request, please log into your I3S Terra Dotta Student Portal and select the Program Extension from the Control Center of your portal.

The Program Extension form in your student portal will send a portion to be signed to your academic advisor as an "approver" once that is approved by your academic advisor, it will be submitted to I3S for review. When finalized it will be marked as complete and you will receive an email to log back into your student portal to print your new extended I-20 or DS-2019

IMPORTANT REMINDER: All extensions must be finalized prior to the end of your semester; therefore, you must submit your extension request in your portal at least 2 weeks in advance. Failure to timely submit an extension request will result in your SEVIS end date passing and your school will not be able to extend your end date. You would be responsible for filing for reinstatement with USCIS. Please plan ahead.

You will need to upload PDF copies of the following:

- Copy of I-20(s)/DS-2019(s)
- Copy of valid passport, visa, and arrival/departure record (I-94)
- Financial documents, if change in funding, or if sponsorship or scholarship letter has expired. *

*WMU scholarships terms are *pursuant to your scholarship award letter terms and conditions*. I-20/DS-2019 extension is for **immigration status purposes only** and not reflective of scholarship terms/duration. If you have a material change in funding (i.e., scholarship ending and changing to personal funds, attach a copy of your new funding source).



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