

I-20 EXTENSION – Project / Plan C

Please type the following letter and submit it by email to Dr. Preetham Kumar at kumarp@ecs.csus.edu AND the EEE Department Office at eeeassistant@ecs.csus.edu. The email should contain your contact information and if necessary, the name of the person you have designated to pick up the letter for you. Once we receive your letter it will be printed on EEE Department Letterhead and given to the EEE Graduate Coordinator for signature. Incomplete or letters not completed properly will not be processed and returned to you for corrections.

Letters could take **AT LEAST THREE DAYS AFTER SUBMISSION** to be processed, especially during busy periods at the beginning and the end of each semester.

Please be patient. You will be notified when the letter is ready for pick up via email or phone.

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: *Extension of I-20 for* _____
Type – (First and Last name)

Sac State ID: _____

Mr./Ms.(Last Name)_____ is a graduate student from (country)_____ pursuing an M.S.E.E.E. degree from Sacramento State University. **He/She** has finished all of **his/her** coursework and is currently studying for **his/her Masters Project or Plan C Comprehensive Exam**. Unfortunately, **he/she** will be unable to finish **his/her** degree as originally planned due to

Please list reason(s) for delay:_____

it is anticipated that **he/she** will graduate in (month, year)_____.

Accordingly, I recommended that **his/her** visa be extended to allow **him/her** to finish **his/her** degree.

IF ENROLLED FOR PLAN C, PLEASE ADD THIS SECTION ALSO

The next Plan C Comprehensive Exam is scheduled for (semester, year)_____. It is anticipated that **he/she** will graduate in (month, year)_____.

Letter should look like the examples below.

Example 1 – I 20 Extension Letter - Project

September 24, 2014

MEMORANDUM

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: *Extension of I-20 for James Brown*
Sac State ID: 123456789

Mr. Brown is a graduate student from Canada pursuing an M.S.E.E.E degree from Sacramento State University. He has finished all of his coursework and is currently studying for his Master's Project. Unfortunately, he will be unable to finish his degree as originally planned. Due to – *type reason for delay here*. It is anticipated that he will graduate in December 2011. Accordingly, I recommend that his visa be extended to allow him to finish his degree.

Example 2 – I 20 Extension Letter - Plan C Exam

September 24, 2014

MEMORANDUM

TO: International Programs & Global Engagement

FROM: Preetham Kumar, Graduate Coordinator
Electrical and Electronic Engineering

SUBJECT: *Extension of I-20 for James Brown*
Sac State ID: 123456789

Mr. Brown is a graduate student from Canada pursuing an M.S.E.E degree from Sacramento State University. He has finished all of his coursework and is currently studying for the Plan C Comprehensive Exam. Unfortunately, he will be unable to finish his degree as originally planned due to – *type reason for delay here*. Accordingly, I recommend that his visa be extended to allow him to finish his degree. The next Plan C Exam is scheduled for Fall 2011. It is anticipated that he will graduate in December 2011.