

F-1 Checklist

This checklist will assist you in preparing your application for an Extension of Stay. You need to submit to the ISS:

1. Academic Advisor's Form for Extension of Stay – all questions must be answered. Your advisor is the only person who can complete the Advisor's Section.
2. Financial Documentation: Financial documentation can be faxed to the attention of David Garrett at (315) 792-7805. Originals of these documents must also be mailed to our office.
 - Financial Documentation can be any of the following, or a combination:
 - a) Recent personal bank statement (issued within the last 3 months)
 - b) Certificates of Deposit Statement
 - c) Funding Letter from your academic department or program
 - d) Stock Certificates
 - If you have a financial sponsor, such as a parent or relative, you need to submit:
 - a) Sponsor's recent bank statement
 - b) Notarized letter from sponsor stating their relationship to you and confirming that they will support you while you are a student at SUNY Polytechnic Institute (see example of a notarized letter on the other side of this page)
 - c) If your financial sponsor is a permanent resident or a US citizen, and lives in the United States, your sponsor needs to also fill out Form I-134 Affidavit of Support (These forms are in our office.)
 - d) Proof of Sponsor's Certificate of Deposit
 - e) Sponsor's Stock Certificates

Processing:

- After you submit the Academic Advisor's Recommendation form, we will e-mail you the financial amount you need to document.
- Your application needs to be complete (advisor's recommendation form and all necessary financial documentation) before we can begin processing your new I-20
- Once the application is complete, it may take few days to complete the processing. ***Your patience is appreciated.***
- When your new I-20 is ready you will receive an e-mail to come to our office to pick it up, or provide a mailing address for it to be sent to you.

- If the expiration date of your I-20 is in less than five days, you have submitted the required documentation, and you have not been informed that your I-20 is ready, contact the ISS.

Notarized Letter Example:

(Letters can usually be notarized at your sponsor or family member's bank or lawyer's office.)

Date

To Whom It May Concern:

I (Sponsor or family member's name) will provide financial support for (Student's are enrolled in SUNY Institute of Technology. I am the student's: (relationship of member to the student).

Sincerely,

Name of sponsor or family member

Notary's signature is made here

Notary's Seal or Stamp is affixed here