To,

Name

Address

Date

Subject: Extension request i-20

My name is…….. and I am a student of ……..(school) at F1 visa. I arrived in the USA in …..(year) on a student visa to complete my …….. diploma. Right now, I am studying …..(major)

Recently, I have found that my i-20 expired and according to rule, it is necessary to apply for new i-20 before previous expires. As being an international student, I can understand the importance of i-20, and it is nothing just my negligence that I forgot to check the expiration date of my i-20.

I enrolled in my Bachelor program (Fall 2017), and I thought I would be able to graduate in summer 2019 so I did not check the expiry date of i-20. I was more interested in double check my name and my principal. I know it is my negligence. I have to keep an eye at the expiry date of my i-20.

I need to work hard to complete my degree, and for that, I try to spend most of my time in studying so that I can achieve my degree and fulfill my dreams to be graduated from a good college/ university of USA, but for that, I need to get an extension in my i-20.

The dream of my parents is to see me graduate from my prestigious institute, and I don’t want to break their goals just due to my negligence. Kindly, allow me to fulfill my thoughts and my parent’s hope by giving extension in my I -20.

I am writing this with the hope that I will get my extension in 1-20 to graduate. Thank you for allowing me the opportunity to explain why my i-20 expired.

Thank you for spending your time reading my extension request.

Sincerely,

Your name

Student ID