**Extend Form I-20** – Students may begin the process to extend their I-20 six (6) months prior to expiration date on their I-20. The process must, however, be complete one (1) month prior to the expiration date. Extending your Form I-20 with the assistance of the International Student Program is faster, easier, and avoids the expensive reinstatement fees if you allow your I-20 to expire.

Form I-20’s may be extended if there is a change of major or a documented illness and if you have otherwise satisfied West’s academic requirements and made normal progress.

**Step 1:** Obtain a revised Student Education Plan (SEP) with the International Student Counselor that demonstrates a need to extend your Form I-20.

**Step 2:** Schedule an appointment with the International Student Program (studentvisa@wlac.edu). Be prepared to provide the following documents:

- Revised Student Educational Plan with counselor’s signature (within the current semester)
- Current Form I-20
- Documents verifying an illness or other extenuating circumstance(s) that prevented you from completing your program
- A typed letter explaining why you require an extension of your Form I-20. Be sure to include:
  - Your name (as printed on your current Form I-20)
  - Your SEVIS Number
  - Your LACCD Student Number
  - Your current contact information (i.e. telephone number, email, mailing address)
  - The reason(s) why you need an extension of the Form I-20
  - The additional amount of time you will require to complete your educational goal

If approved, a new Form I-20 will be printed and sent via US Postal Service mail or made available to you for pick-up.