

The **letter from your Academic Advisor** must state academic justification(s) why you need more time to complete your degree.

Letter must include but is not limited to:

Undergraduate Students

- additional courses that need to be completed
- your new anticipated **degree completion date (MM/DD/YYYY)**
 - Completion date used for undergraduates is the last day of class and, in most cases, graduation date

Graduate Students

- topic of your research
- progress made since your last reported completion date
- additional courses that need to be completed
- barriers to project completion (if any)
- your new anticipated **degree completion date (MM/DD/YYYY)**
 - Completion date used for graduate students is the defense date or date of dissertation approval after defense, comprehensive exam date or result date, project defense, or whichever option the student has for the degree program to be completed

Important Reminders

- Students must choose the closest approximate completion date based on a **realistic** time frame
- Refrain from the use of “graduation date” in the letter if not applicable
- Letter must be written on department letterhead with the advisor’s signature
- Letter must be dated within 60 days before the expiration of student’s current I-20
- ISSC will review the letter for the required information indicated above and request additional information, if needed

For further information please contact ISSC@asu.edu