DIGIPEN INSTITUTE OF TECHNOLOGY

F-1 Student Program Extension Request Form

STUDENT INFORMATION:

Date: _____

Last Name: _____   **First Name:** _____

Local Address: _____

Email Address: _____   **Phone Number:** _____

Date of Expiration on I-20: _____   **Original estimate of length of program:** _____

When will you next travel out of the U.S.?: _____

TO BE COMPLETED BY THE STUDENT'S ADVISOR

The above student has applied for an extension of his or her immigration documents. Please provide the information requested below:

1. The student is in the following degree program:

_____

2. Has this student been making normal progress towards his or her current degree? ☐ Yes   ☐ No

3. This student will complete his or her current program on or about? *(MM/DD/YYYY)* _____

4. This student is requesting a program extension due to: *(please check all reasons that apply)*

☐ Delay caused by a change of major

☐ Delay caused by documented illness or medical condition. Documentation must be on file.

☐ Student has chosen the Five Year Plan to finish his or her program.

☐ Delay caused by unexpected research or project problems.

☐ Other (please explain on the reverse side of this form)

Advisor's Signature: _____   **Date:** _____

Name and Title: _____

Department: _____

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Estimated Student Budget
2023–2024

Estimated expenses for a single student during the 2023–2024 academic year are listed below. These charges are subject to change without notice, and students should be prepared for any adjustments in expenses. Explanations of charges are listed on each line.

	UNDERGRADUDATE *All Programs*	GRADUATE *MS in Computer Science*	GRADUATE *MFA in Digital Arts*
Undergraduate/Graduate Full-Time Tuition and Fees - Undergraduate budget based on 16–22 credits per semester for two semesters; Graduate MS in Computer Science budget based on nine (9) credits per semester for two semesters. Graduate MFA in Digital Arts budget based on 16–22 credits per semester for two semesters.	$41,580	$25,850	$34,180
Room and Board - This amount assumes the student has at least one roommate plus utilities and food, for eight months.	$16,240	$16,240	$16,240
Books and Supplies - Laptop, software, textbooks, art supplies, etc. for two semesters.	$2,498	$2,498	$2,498
Local Transportation - This amount assumes the average transportation for off-campus for eight months.	$1,768	$1,768	$1,768
Personal Expenses - Clothing, entertainment, toiletries, etc. for eight months.	$1,744	$1,744	$1,744
TOTAL	**$63,830**	**$48,100**	**$56,430**

All funds listed in USD.

Additional Costs

All international students are required to enroll in a health and accident insurance policy before starting classes. This applies to all students attending the Institute under an F-1. The policy must provide continuous coverage from the first day of enrollment through graduation. Students who need to purchase insurance should visit **internationalstudentinsurance.com** and choose a plan that meets their needs. This resource is provided as a convenience for students and is not an endorsement of any program.

Proof of such insurance must be furnished to the Student Affairs Office once a year, prior to the first day of class. The Proof of Insurance form should be submitted with a copy of a card or certificate that indicates the dates of coverage, the terms of coverage (in English), and coverage amounts listed in U.S. dollars.

Students who fail to provide proof of insurance by the first day of class risk their enrollment and F-1 status.

The Institute suggests minimum policy coverage including:

- Medical Expenses coverage:
  - Lifetime Maximum Benefit— minimum $1,000,000
  - Policy Year Maximum Benefit— minimum $250,000
  - Maximum Benefit per Injury or Sicknesses—minimum $250,000
- Repatriation of Remains coverage
- Medical Evacuation coverage

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Supporting Documentation

Depending on your source(s) of funding and whether or not you have a dependent accompanying you to the United States, different documents are required to support your Statement of Financial Responsibility. It is important to note that international student employment is heavily restricted by U.S. law and that employment opportunities while studying are limited. Therefore, it is not advisable to rely on employment while studying as a source of income. DigiPen reserves the right to request additional documentation from students who will be transferring funds from countries that impose restrictions on such transfers.

Accepted Documentation

A. Bank Statement
The bank statement needs to be typed on bank letterhead and signed by a bank official. Self-service printouts are not acceptable. Statements need to be dated within one year of the student's intended enrollment date. The account balance, currency (preferably in USD), and name of the account holder must be included in the statement. If more than one statement from a single bank will be submitted, then the account number must also be included. All assets must be liquid or available for immediate withdraw, and the bank statement must confirm this explicitly. DigiPen will **not** accept investments or physical assets that must be sold to obtain funding (such as jewelry, real estate, automobiles, etc.). Tax returns, retirement funds, insurance policies, salary/payroll statements, and loans that have not been approved or finalized are also not acceptable.

Statements for students applying to any undergraduate program need to have a minimum balance of US$63,830. Students applying to the graduate MS in Computer Science program need to have a minimum balance of US$48,100. Students applying to the graduate MFA in Digital Arts program need to have a minimum balance of US$56,430. An additional US$18,640 must be added for each dependent accompanying a student to the U.S.

All statements must be issued in English. In the event that a bank statement cannot be issued in English, an original-language copy that complies with the above requirements and a certified third-party translation must be submitted. Please find more details regarding translation requirements at: ***digipen.edu/admissions/how-to-apply/ for-international-applicants***

B. Affidavit of Support
Individuals providing financial support to students must complete the paragraph under the Family/Sponsor Funds section on page 4 and submit a bank statement(s) to confirm financial capability. Please provide one affidavit and bank statement per sponsor. Sponsors may submit multiple bank statements if necessary *(see guideline A)*.

C. Award Letter
Students receiving financial support from an institution (such as an employer, government, or scholarship-awarding institution) must include an official award letter typed on official institution letterhead. This letter must be signed and dated by an institute official and should include the following:

1. The name of the student
2. The amount of the award
3. When funds will be disseminated and in what quantities
4. Duration of the award

The letter should explicitly confirm that the funds granted can be used in pursuit of the student's program of choice at DigiPen.

D. Loan Approval Letter
Students who secure a loan to fund their studies must provide an official letter from the financial institution granting the funds. This must be signed and dated by a credit institution official. This letter must confirm that the loan has been approved, the total amount approved, the purposes for which the loan can be used, and when the loan will be dispersed.

E. Proof of Dependent Relationship
Students who plan to bring a dependent (spouse or child) with them to the U.S. must submit certified copies of marriage and/or birth certificates to confirm their relationship(s). A copy of each dependent's passport must also be provided.

Statement of Financial Responsibility

_____ _____ _____
Student's Last (Family) Name *Student's First (Given) Name* *Student's Middle Name*

_____
Student's Date of Birth (mm/dd/yyyy)

Please indicate what type of funding you will receive and the amount in U.S. dollars (check all that apply):

☐ **Personal Savings**
Supporting documentation required: (A) Bank Statement

$ _____

☐ **Family/Sponsor Funds**
Supporting documentation required: (A) Bank Statement (one or more per sponsor)

$ _____

> I, _____ *[print sponsor's full name]*, affirm that I am
> willing and able to support _____ *[print student's name]*, who
> is my _____ *[relationship]*, by providing US$_____ per year for
> the duration of his/her studies at DigiPen. I affirm that the information provided in the
> supporting documentation is accurate. I understand that any misinformation could
> result in the above student being denied admission to or withdrawn from DigiPen
> Institute of Technology, and that failing to meet tuition deadlines could result in the
> student's dismissal.
>
> Sponsor's Signature _____   Date _____
> *(Student should **not** sign for sponsor)*

☐ **Government or Institutional Scholarship**

$ _____

Name of scholarship and scholarship provider: _____
Supporting documentation required: (C) Award Letter (one per institution)

☐ **Loans**

$ _____

Name of creditor: _____
Supporting documentation required: (D) Loan Approval Letter (one or more per creditor)

TOTAL Per Year* **(in USD)** $_____
*Minimum amounts: Undergraduate Students $63,830; MS in Computer Science Graduate Students $48,100; MFA in Digital Arts Graduate Students $56,430. An additional $18,640 should be added for each dependent.

I hereby certify that the information I have provided is accurate and complete to the best of my knowledge, and that I will have available for my personal and academic expenses the full amount reported above. I also certify that I have read and understand the information provided to me in this document regarding financial documentation and health insurance costs.

Student's Signature _____   **Date** _____

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Do you have any dependents on your F-1 visa? ☐ Yes ☐ No

If yes, how many? _____

If you answered "Yes" to this question, please fill out the **Dependent Information Form** below with the appropriate information.

Dependent Information

Students bringing one or more dependents with them who will require an F-2 visa must complete this page so that an I-20 form can be issued to their dependent(s). Students without dependents do not need to complete the Dependent's Personal Information form. F-2 visas can only be issued to the spouse and child(ren) of the student.

Please fill out one form per dependent.

Dependent's Personal Information *(Submit proof of each dependent relationship)*

Last (Family) Name: _____

First (Given) Name: _____

Middle Name: _____

Suffix (if applicable): _____

Date of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Gender: _____

Dependent's Relationship to Student: _____