

AY2025-2026 GSAS Program Extension/Update Request Form Instructions

GSAS students requesting I-20/DS-2019 extensions must submit this form **30 days before** the I-20/DS-2019 program end date. Do not submit this form if you have applied for F-1 Post-Completion OPT (Optional Practical Training) or J-1 Post-Completion AT (Academic Training).

Step 1: Student completes the Student Section of the Request Form.

Step 2: The student emails form to the Academic Department Administrator to complete the Department Section

Step 3: The Department Administrator emails the completed form back to the student.

Step 4: The student emails completed form (and additional proof of funds, if necessary) back to the HIO Advisor.

The HIO will email your update I-20 or DS-2019 within 5-7 business days.

Before emailing the completed form to the HIO, students should review the University Funding information given by the Department Administrator to verify if your financial award **fully covers** tuition, fees and estimated living expenses. If the University funding does not fully meet your financial requirements **the student is responsible** for providing proof of personal funds to meet the financial requirements. (e.g., personal bank statement, family funds, loan information, etc.)

F-1 students must provide proof of funding for the next two semesters if requesting an extension of one year or more. **J-1 students** must provide proof of financing for the **entire DS-2019 period**.

[Tuition & Fees]

Doctoral	G-1 & G-2: \$63,436	G-3 & G-4: \$21,012	G-5 & above: \$9,900
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AM/SM	G-2: \$63,436	CSE/ME & SM – G-2: \$32,768	Data Science – G-2: \$32,768
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[Estimated Living Expenses]

Student: \$44,100 per 12 months (\$3,675 / month) – **applies to ALL students**

Spouse - \$16,500 (\$1,375 / month) 1st Child- \$10,955 (\$913 / month) Add Per Child - \$8,700 (\$725 / month)

[Note]

- Extensions for the summer only do not require financial certification for tuition and fees. Proof of funds for living costs are still needed.
- Students utilizing the GSAS Dissertation Completion Fellowship (DCF) as financial support must enter the amount as a numeric figure. Otherwise, HIO cannot report the DCF to SEVIS as valid funding. You may enter the current academic year's DCF amount even if you will receive the fellowship in a future academic year.
- Travelling scholars who will be outside the U.S. during the extension period may use a reduced living cost at ½ of the estimated cost above. Students who wish to use this reduced living expense figure should **attach** a copy of the Traveling Scholar approval notice issued by the GSAS Office of Student Success. Otherwise, HIO will calculate the required living cost in the same amount as you see here.

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AY2025-2026 GSAS Program Extension/Update Request Form

[Student Section]

Last name	First name	Visa	F-1	J-1
Harvard ID (8 digits)	Degree	AM/SM	CSE-AM/SM	Doctoral

Program	Current program end date (Form I-20 or DS-2019)	Month date, year
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U.S. residential address

Street address	Apt. no.	City	State
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Reason to submit the form	Extension Add dependent(s)*	Return from LOA Other	Funding update
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*Attach a [HIO Dependent Data Sheet](#) and a copy of your dependent's passport

Will you be a Traveling Scholar in the extended duration?	Yes	No
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(Master students only) Will you be a part-time student?	Yes	No
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Attach a copy of your part-time student approval issued by the GSAS Office of Student Success. Refer to [AY2025-2026 GSAS Student Handbook](#) - page 47.

AY2025-2026 Program costs and expenses

F-1 students need to expect to bear extra tuition & fees and living costs for the exact months of the extended duration **or** a minimum of 12 months of expenses for more than 12 months of extension.

J-1 students must bear the **entire duration** of tuition & fees and living costs when requesting the program extension.

Tuition & Fees: one academic year	*Check the applicable cost
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Doctoral	G-1 & G-2: \$63,436	G-3 & G-4: \$21,012	G-5 & above: \$9,900
AM/SM	G-2: \$63,436	CSE/ME & SM – G-2: \$32,768	Data Science – G-2: \$32,768

Living expenses – room and board	*Check all applicable expenses below
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Student: \$44,100/12 months (\$3,695/month)	Spouse: \$16,500/12 months (\$1,357/month)
1 st Child: \$10,955/12 months (\$913/month)	Add per child: \$8,700/12 months (\$725/month)
Number of child(ren)	

Costs manually enter all applicable amount below

Tuition & Fees-Total	Living Expenses -Total	Costs - Total
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Funds and costs **Student: ensure to complete the following section AFTER receiving the form back from your Admin.**

Total funds (Confirmed by Administrator on page 2)	Total costs	Difference* (Before adding other funds)
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Do you need to cover the difference by other financial means?	Yes*	No
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***If Yes, enter the name and amount of the fund(s) (name of sponsor or account holder)**

If you have more than one funding source, enter a total amount of all funds and list the name of the sources in the *Note to HIO Advisor* section below.

Name	Affiliation*	Amount
	*Select or type in	
Grand total - Funds	Grand total - Costs	Final Balance

Student Attestation

I confirm that I have read all the information on this form after my academic department administrator completed it and understand my financial responsibility to cover any difference between the total amount of expenses and funding.

Name of Student	Signature	Date
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[Department Administrator Section]

Newly expected academic completion term and year *HIO cannot extend it without the year.

May	September (November degree conferral) (AY2025-2026: September 2 or 3, 2025)	January (February degree conferral) (AY2025-2026: January 13, 2026)
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Other (enter month and date)	Year*
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Source of fund / amount

- Please select all applicable funding sources below and indicate **dollar amounts** in the appropriate field(s).
- Enter the current funding amount if the incoming academic year's funding amount is not yet available (e.g., DCF).

Tuition grant	Research Assistantship	Teaching Fellowship
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Stipend	DCF	Top Up
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Other HU fund	Amount	Total Funds
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Name of Administrator	Title	Email Address
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Signature	Date	
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[Note to HIO Advisor] Please enter any additional information that you need to share with HIO.

How to submit - Email the completed and signed form to the HIO Advisor:

Jennifer Havlicek: jennifer_havlicek@harvard.edu: PhD in HILS, HMS, HSPH, Astronomy, Chemical Physics, Physics, Health Policy

Jenny Minichiello: jenny_minichiello@harvard.edu - PhD in SEAS and Masters students: AM, SM, CSEME&SM, Data Science

Reiko Ohmura: reiko_ohmura@harvard.edu – All other Ph.D. students