

EXTEND VISA – B.S. STUDENTS

STUDENT: FILL IN BLANKS AND A LETTER WILL BE TYPED FOR YOU.

Date _____

MEMORANDUM

TO: Eric Merchant, Coordinator
International Students/Programs

FROM: Du Zhang, Ph.D., Chair
Computer Science Department

SUBJECT: *Extension of Visa for* _____ (*your name*)
Sac State ID No. _____

The above-named student is an international undergraduate student at California State University, Sacramento. Under the requirements of the program, he/she will not be able to complete his/her program of study by (month/year visa expires) _____ as originally planned. S/He should be completing all of the requirements for the Bachelor of Science degree in Computer Science by (month/year you will graduate) _____. I recommend that his/her visa be extended as necessary to accommodate his/her new graduation date.

DZ/sj