



REQUEST FOR EXTENSION

POLICY: As per the instructions from the Libyan Ministry of Education, LNASP Master's and PHD students are not eligible to apply for extensions beyond their original scholarship period. However, Bachelor's students are eligible to apply for an extension, not to exceed 60 months total for ESL and undergraduate studies. Note, however, that extensions are subject to the Ministry's review and approval and are not guaranteed.

To request an extension, Bachelor's students must be in good academic standing with full-time enrolment and must be nearing program completion. Please submit the information requested below to your Academic Manager approximately 3-5 months prior to your scholarship end date so that your AM can prepare an official request for submission to the Ministry.

Note that a Financial Support Letter for the extension period cannot be issued until CBIE has received an extension approval decree from the Ministry. Once the decree has been received, the student will be eligible for tuition, MLA, and insurance benefits for the specified extension period.

Student Name _____ Institution _____
Program and Level of Study _____
Current GPA _____ CBIE Student Number _____ Country of Study _____
Current Scholarship End Date _____ Expected Degree Completion Date _____
University Advisor's Name _____
University Advisor's Title/Position _____
University Advisor's Email Address _____
University Advisor's Phone Number _____

In addition to this extension request form, please submit the following documents to your CBIE Academic Manager:

- Letter from student in English and Arabic requesting the extension, specifying the reason(s) why the extension is needed, summarizing academic progress to-date, along with any awards/honors and other relevant details.
- A recent official transcript which includes current enrollment.
- An official degree audit showing courses completed and required courses remaining.
- A letter from your university advisor in support of your extension request, confirming the expected completion date, and commenting on your progress. The letter must be signed and printed on university letterhead and recently issued (See attached for further details).

Signature of Student

Date of Submission

ADVISOR LETTER OF SUPPORT FOR SCHOLARSHIP EXTENSION REQUEST

The Libyan-sponsored student listed on page 1 is requesting an extension of his/her scholarship program. In order to determine the student's eligibility for additional scholarship funding (tuition, insurance, and living allowance), CBIE relies heavily on the input of the University Advisor.

Based on the progress to date of the student listed above, please complete a signed letter of support on university letterhead addressing the following points so that CBIE can further evaluate the student's request for an extension:

- Advisor's name, title, and contact information (phone, email).
- Confirmation of student's current level of study and degree program.
- How many credits are required to complete the program?
- What is the average length of time to complete the program?
- What do you estimate to be the student's earliest program completion date (month/year), based on full-time, continuous enrolment?
- Are there any specific factors that you are aware of that contributed to the student's need for an extension? (for example, pre-requisite courses required, unexpected research delays, deficiencies were identified that required the student to complete additional coursework/receive special training, health or other issues requiring the student to stop studies, etc.).
- Do you have any concerns about the student's progress to date?
- Do you recommend that an extension be provided to the student?

PLEASE PRINT YOUR LETTER ON UNIVERSITY LETTERHEAD, SIGN, AND RETURN TO THE STUDENT.
