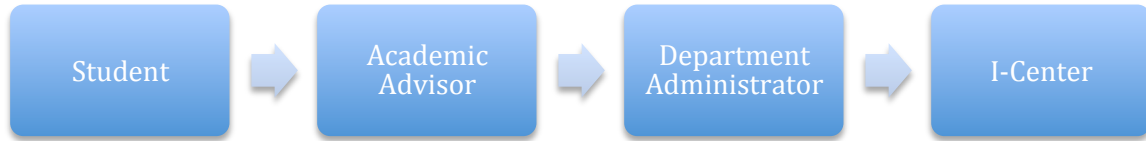
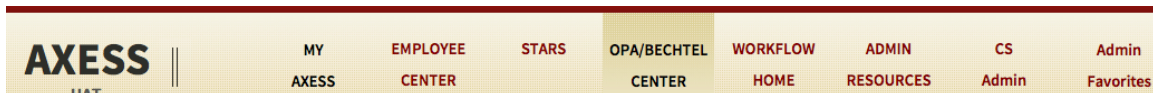


For Dept. Administrators - How to Approve Extension Requests in Workflow.

Flowchart



1) Please log in to Axess and double click on OPA/Bechtel Center.



2) Select the student's request by clicking on it.

Workflow Home

My Workflow Dashboard

Work Flow Transaction list: My Approvals

Activity:

Web Form Transaction ID	WorkFlow Activity Description	Transaction Status	Originator Name	Originated On	Received On	Comments
01145333	20-Extn 01	Pending		11/18/13	11/19/13	

3) Once the transaction has opened, the new end date and extension reason entered by the academic advisor can be found on the student's request. If the end date needs to be updated, please click "Override". You can select the new end date by clicking on the magnifying glass.

Program Information

Start Date	09/23/2012	End Date	01/09/2014	
Level of Education	Masters	SEVIS Major	Business Administration (MBA)	
New End Date	09/24/2015	<input checked="" type="checkbox"/> Override	Extension Reason	Complete required course
No. of Months	9			

4) If the student will receive funding from the Department please indicate the amount under the correct category in Department Funding section, otherwise leave the Department Funding section blank.

- **F-1 students** are required to show proof of funding from the next quarter till the end of the extension period up to a maximum of 9 months (3 quarters).
- **J-1 students** are required to show proof of funding from the end date of the current DS-2019 till the end of the extension period.

Are you receiving funding from your primary department? Yes No [More about Funding](#) >>

I attest that I have discussed my extension with my academic advisor as well as my department and I am aware of the new end date and departmental funding (if applicable).

Funding From Student		Department Funding		Estimated Expenses								
Personal Funding	\$0	Assistantship (RA/TA)	\$0	Tuition Category	Term							
Family Funding	\$0	Fellowship	\$0	1	1144							
Funding from Stanford		Scholarship	\$0	Living Expenses								
Stanford Undergraduate Financial Aid		<Other / Enter Comment>	\$0	Expenses of Dependents								
<table border="1"> <thead> <tr> <th>Secondary Department (Comment)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0</td> </tr> <tr> <td colspan="2">Total</td> <td>\$0</td> </tr> </tbody> </table>		Secondary Department (Comment)	Amount	1	\$0	Total		\$0			Other Expenses	
Secondary Department (Comment)	Amount											
1	\$0											
Total		\$0										
<table border="1"> <thead> <tr> <th>Other Funding Source (Comment)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0</td> </tr> <tr> <td colspan="2">Total</td> <td>\$0</td> </tr> </tbody> </table>		Other Funding Source (Comment)	Amount	1	\$0	Total		\$0				
Other Funding Source (Comment)	Amount											
1	\$0											
Total		\$0										
Total Funding from Student	\$0	Total Dept Funding	\$0	Total Expenses								
Total Funding Amount	\$0											
Total Expenses	\$0											
Over Amount	\$0											

5) Please enter the tuition category from the drop down menu. You do not need to enter funding amounts as they will be entered by the Bechtel I-Center staff.

- If the extension period is **greater than 9 months**, only one tuition category has to be entered. If it is **less than 9 months**, a tuition category has to be entered for each quarter of the extension.
- If the extension period is **less than nine months and covers summer quarter**, select "Vacation" as the tuition category for that quarter unless the student is graduating at the end of summer.

Are you receiving funding from your primary department? Yes No [More about Funding](#) >>

I attest that I have discussed my extension with my academic advisor as well as my department and I am aware of the new end date and departmental funding (if applicable).

Funding From Student		Department Funding		Estimated Expenses								
Personal Funding	\$0	Assistantship (RA/TA)	\$0	Tuition Category	Term	Tuition and Fees						
Family Funding	\$0	Fellowship	\$0	1	1144	\$0						
Funding from Stanford		Scholarship	\$0	2	1146	\$0						
Stanford Undergraduate Financial Aid		<Other / Enter Comment>	\$0	3	1148	\$0						
<table border="1"> <thead> <tr> <th>Secondary Department (Comment)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0</td> </tr> <tr> <td colspan="2">Total</td> <td>\$0</td> </tr> </tbody> </table>		Secondary Department (Comment)	Amount	1	\$0	Total		\$0			<div style="border: 1px solid black; padding: 5px;"> 8-10 Unit Load Full tuition Graduation Quarter Permit to Attend for Services Terminal Graduate Registration Terminal Medical Registration Undergrad Vacation </div>	
Secondary Department (Comment)	Amount											
1	\$0											
Total		\$0										
<table border="1"> <thead> <tr> <th>Other Funding Source (Comment)</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0</td> </tr> <tr> <td colspan="2">Total</td> <td>\$0</td> </tr> </tbody> </table>		Other Funding Source (Comment)	Amount	1	\$0	Total		\$0				
Other Funding Source (Comment)	Amount											
1	\$0											
Total		\$0										
Total Funding from Student	\$0	Total Dept Funding	\$0	Total Expenses								

6) You now have four options:

- Click on the "**Approve**" button. The request will then be forwarded to the Bechtel I-Center for the next step in the workflow. You do not need to add a comment.
- Click on the "**Return**" button if you need additional information. This will send the request back to the student and will allow the student to edit information as necessary and resubmit the request. Please enter a comment explaining why the request is being returned. The edited request will come directly to you and will not go to the Advisor.
- Click on the "**Decline**" button if you do not wish to approve the extension. This will send the request back to the student who will not be allowed to edit and resubmit the request. Please enter a comment explaining why the request is being declined.
- Click on the "**Save**" button at the bottom of the form if you want to save the information you have entered and approve it later.

The screenshot shows a web form titled "Attest and Submit". At the top left, there is a checked checkbox. To its right is the text: "I attest that all the information entered is correct. I also understand that my request must be approved by my Academic Advisor as well as my Department before my I-20 expires or I will risk being out of immigration status and forfeit my ability to remain in the US and work as F-1 student." Below this text is a row of buttons: "Approve", "Return", "Decline", "Print", and "Back to Workflow Home". The "Approve" button is circled in red. Below this row is a "Save" button.

7) This concludes the Department Administrator's role in approving the Extension Request in Workflow.