



International Doctoral Tuition Support (IDTS) Extension Request Form

Note: All requests must be discussed and supported by the academic unit

1 Date (mm/dd/yyyy):

Term of Admission:

2 Student Name:

Department:

Degree:

Student ID#:

Carleton Email:

3 IDTS Extension (terms):

**Anticipated Degree
Completion Date (mm/yyyy):**

The IDTS bursary (IDE is considered as part of IDTS timeline) is available to full-time international PhD students for up to 5 calendar years (15 terms) from the start of their program. An extension request is permitted if research was delayed due to unforeseen circumstances for up to 2 terms. Documentation must be submitted by the Department with the following attachments:

Proof of Completion of PhD Proposal and Comprehensive Exams (as program-applicable)

One page letter explaining reason(s) for delay in program completion

One page letter of support from Supervisor(s)

Timeline of activities to complete degree

4 Confirm Registration Status:

Full-time

Part-time

5 Student Signature:

**Research/Thesis
Supervisor Signature:**

**Authorized
Departmental Signature:**

Date (mm/dd/yyyy):

6 **GRADUATE STUDIES USE ONLY** (Index: REG – In Program Revision)

Request Approved

Reason for Denial:

Data Entered:

Request Denied

Date (mm/dd/yyyy):

**Graduate Studies
Administrator
Signature:**

**Charged to
Account #:**

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O.1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Carleton University Privacy Office, 607 Pigiavik (A/C/D/A), by email at: university_privacy_office@carleton.ca or 613-520-2600 ext. 2047. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.