



Change of Educational Level/Major

Changing your educational level means you successfully passed the certificate of achievement award or ESLX classes, and you are prepared to enroll in the next level. Complete and submit this form, an admission form, a financial affidavit and a bank statement in English dated within 6 months in U.S. dollars. Meet with a counselor or advisor to verify your completion in Section II after your grades are posted. If you are changing to General Studies, please meet with a counselor or advisor to complete Section III. Then contact ISS to complete Section IV and to update your I-20, if approved. You will need to have your SEVIS record/I-20 finalized by the first day of your next classes. After the first day of classes, your SEVIS record will need to be reviewed by the government to adjust the program start date. You will need to be enrolled full time in the first quarter of your program, unless you have authorization from ISS.

Changing your major means changing from a certificate to another certificate OR changing from an associate degree to another associate degree without finishing the coursework for the program you were just in. You do not need to meet with a counselor or advisor to complete Section II. If you are changing to General Studies specifically, please meet with a counselor or advisor to complete Section III. ISS will complete Section IV and update your I-20, if approved.

IMPORTANT NOTE: As an F-1 student, you may change programs the day after the last day of the quarter up until the day before SEVIS registration. Contact ISS if you have questions.

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 Student ID #: _____ SEVIS #: _____
 Phone #: _____ (See the upper right corner of the I-20 starting with N00.)

Which is your situation?

- Finishing ESL and applying for a cert. of achievement or associate degree (**Change of educational level**)
- Finishing a certificate of achievement and applying for an associate degree (**Change of educational level**)
- Changing from one certificate of achievement to another certificate of achievement (**Change of major**)
- Changing from one associate degree to another associate degree (**Change of major**)

Which program do you want to study? _____

Which quarter? Fall Winter Spring Summer Year _____

If you are changing your **educational level**, you have 60 days from the last day of classes to apply for your new program. If you will have a gap of one quarter between the last program and the new program, you may elect to enroll in health insurance. The premium must be paid in advance. You will need to be enrolled in or in status at least three consecutive quarters before requesting vacation. **The deadline to provide a decision about insurance is day the before the first day of the next quarter.**

Do you insurance if you have a gap/break between quarters? YES NO (circle one)

I understand that if I change education levels, I need to provide this form, an admission form, a financial affidavit, and a new bank statement/letter. I will meet with ISS to sign a new I-20, if eligible. It is my responsibility to keep ISS aware of my education goals and to have an accurate I-20.

Signature: _____ Date: _____



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**SECTION II – TO BE COMPLETED BY A COUNSELOR OR AN ACADEMIC ADVISOR
WHO IS ASSISTING A STUDENT CHANGING EDUCATIONAL LEVELS**

(Complete this section after grades are posted.)

Counselor or Academic Advisor's Name: _____

Phone #: _____

MCC E-mail: _____

___ I am confirming that the above-named student passed all ESL coursework. (Check XCAN or STRK for skip test info)

OR

___ I am confirming that the above-named student passed all certificate of achievement coursework.

Signature: _____

Date: _____

**SECTION III – TO BE COMPLETED BY A COUNSELOR OR AN ACADEMIC ADVISOR
WHO IS ASSISTING A STUDENT WHO IS CHANGING TO GENERAL STUDIES**

Counselor or Academic Advisor's Name: _____

Phone #: _____

MCC E-mail: _____

General Studies allows students to select up to two prefixes (subjects). Please name it/them because ISS will need to enter it/them in the student's SEVIS record.

1. _____

2. _____

Please submit a **degree adjustment** form through My Way in order for the General Studies program evaluation/degree audit to run accurately. Please also put notes in STRK about the prefixes.

Thank you!

Signature: _____

Date: _____

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SECTION IV – TO BE COMPLETED BY THE ISS P/DSO Staff

Approved Denied (For example, the SEVIS record is already terminated or completed or the student does not bring in the admission form, financial affidavit, and bank statement/letter.)

P/DSO Initials & Date: _____ Comments: _____

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- Update any address, email, or other personal info in SEVIS
- Shorten the program end date SEVIS for to the last day of the quarter in which the student either just finished ESL, the certificate of achievement, or associate's degree.
- Use the Change of Educational Level function to enter the new program. If the student is changing from ESL to a certificate, use Other and type in "Certificate of Achievement" for the Education Level information.
- If the student is registered full time for the next quarter, go back to "Main" and search for the student. The student should now have at least two SEVIS records. One will be Active for the previous program, and one will be Initial for the new program. Click on the Initial program. Register the student in SEVIS. This will activate the new program and deactivate the previous program.
- If the student will study General Studies, type "The student will study General Studies with a focus in ____" in the remarks. The CIP code for General Studies will show up as Liberal Studies in SEVIS. This is normal.
- If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if SEVIS populates the CIP as Business Management and the student is in accounting, then put a remark that the student will focus in accounting. If the CIP code populates to something very different, stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive.
- Print and sign the I-20
- Student signs the I-20
- Copy the I-20 for the file
- Update RGPE & SACP w/ correct dates for former & new programs
- Update TRVD if info has changed based on the application
- Update NIIS major, form purpose, and start/end dates. To delete a former program in NIIS, hold Ctrl+Alt+d.
- Notes in STRK
- Request Transcript Re-evaluation, if needed
- Open the "RCL Vacation and Graduating F-1 Student" spreadsheet.
- If the student completed ESL, update the tab titled YY.QQ Finishing ESL, such as 15.FA Finishing ESL.
- If the student completed a certificate of achievement or an associate's degree, update the tab for the quarter that the student will be finishing the program, such as 15.FA Grad.
- Enter the student's name, phone #, and ID #.
- Scan and file

- Update any address, email, or other personal info in SEVIS
- Use the Program Information function to enter the new program. If the student is changing from one certificate to another certificate, make sure it says Other and type "Certificate of Achievement" for the Educational Level information.
- If the student will study General Studies, type "The student will study General Studies with a focus in ____" in the remarks. The CIP code for General Studies will show up as Liberal Studies in SEVIS. This is normal.
- If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if a student is in Accounting and Business Management populates in SEVIS. Put a remark that the student will focus in accounting. If the CIP code populates to something very different. Stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive.
- Print and sign the I-20
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- Request Transcript Re-evaluation, if needed
- Scan and file