



Change of Educational Level/Major

Changing your educational level means you successfully passed the certificate of achievement or ESLX classes, and you are prepared to enroll in the next level. Complete and email this form, an admission form, a financial affidavit and a bank statement in English dated within 6 months in U.S. dollars. Email or meet with a Counselor, Advisor, Enrollment Navigator, or the Coor. of ISS to verify your completion in Section II after your grades are posted. If you are changing to General Studies, please email or ask a Counselor, Academic Advisor, Enrollment Navigator, or the Coor. of ISS to complete Section III. Email the completed form with the supplemental documents to iss@mccneb.edu. If you are going into General Studies, you will need to submit the online Degree Adjustment form to declare your prefixes. You will need to have your SEVIS record/I-20 updated by the first day of your next classes. If you do not, your SEVIS record must 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. You do **not** need an appointment with 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 staff member complete Section II. If you are changing to General Studies specifically, please email a Counselor, Academic Advisor, Enrollment Navigator, or the Coor. of ISS to complete Section III. Email all documents to iss@mccneb.edu. If you are going into General Studies, you will need to submit the online Degree Adjustment form to declare your prefixes in your appointment with ISS.

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**)

Write the name of the program you want to study: _____

Circle the quarter that you want to start the program: 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 want 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, ACADEMIC ADVISOR,
ENROLLMENT NAVIGATOR, OR THE COORDINATOR OF ISS
WHO IS ASSISTING A STUDENT CHANGING EDUCATIONAL LEVELS**

(Complete this section after grades are posted.)

Name: _____

Phone #: _____

MCC E-mail: _____

___ I am confirming that the above-named student passed all ESL coursework. (Check CPE/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, ACADEMIC ADVISOR,
ENROLLMENT NAVIGATOR, OR THE COORDINATOR OF ISS
TO ASSISTING A STUDENT IN CHANGING TO GENERAL STUDIES**

General Studies allows students to select up to two prefixes. Please discuss the student's goals and which prefix(es) would fit the goals. Please note that once the two prefixes are selected, they cannot be changed. Students need to choose carefully. Please write the prefix(es) below for reference. The F-1 student needs to make an appointment with ISS to change their program to General Studies before the student may submit a **Degree Adjustment** form in My Way. Please put notes about your discussion and the suggested prefixes in STRK.

Staff's Name: _____

Phone #: _____

MCC E-mail: _____

Prefix 1) _____

Prefix 2) _____

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 did not bring in the admission form, financial affidavit, and bank statement/letter.)

P/DSO Initials & Date: _____ Comments: _____

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Change of Major

<p><input type="checkbox"/> Update RGPE & SACP w/ correct dates for former & new programs</p> <p><input type="checkbox"/> Update TRVD if info has changed based on the application</p> <p><input type="checkbox"/> Update NIIS major, form purpose, and start/end dates. To delete a former program in NIIS, hold Ctrl+Alt+d.</p> <p><input type="checkbox"/> Notes in STRK</p> <p><input type="checkbox"/> Update any address, email, or other personal info in SEVIS</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> If the student is registered full time for the <u>next</u> 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 one. Register the student in SEVIS. This will activate the new program and deactivate the previous program.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> NOTE: If the student is going into General Studies and needs to declare prefixes that are different than what PSPR shows in the major section, s/he needs to submit the online Degree Adjustment Form in My Way during the ISS appointment, not later. Then SEVIS and Colleague will match.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Sign and email the I-20 to the student. The student need to print it, sign it, date it, and email it back to ISS to be uploaded in Etrieve</p> <p><input type="checkbox"/> Request Transcript Re-evaluation, if needed</p> <p><input type="checkbox"/> Open the "RCL Vacation and Graduating F-1 Student" spreadsheet.</p> <p><input type="checkbox"/> If the student completed ESL, update the tab titled YY.QQ Finishing ESL, such as 15.FA Finishing ESL.</p> <p><input type="checkbox"/> 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 22.FA Grad. Enter the student's name, phone #, and ID #.</p> <p><input type="checkbox"/> Upload in Etrieve</p>	<p><input type="checkbox"/> Update RGPE & SACP w/ correct dates for former & new programs</p> <p><input type="checkbox"/> Update NIIS major, form purpose, and start/end dates. To delete a former program in NIIS, hold Ctrl+Alt+d.</p> <p><input type="checkbox"/> Notes in STRK</p> <p><input type="checkbox"/> Update any address, email, or other personal info in SEVIS</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> NOTE: If the student is going into General Studies and needs to declare prefixes that are different than what PSPR shows in the major section, s/he needs to submit the online Degree Adjustment Form in My Way during the ISS appointment, not later. 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