

CHANGE IN CURRICULUM / CHANGE IN LEVEL REQUEST

This form must be used for a Change of Level, Change in Curriculum, Adding a Co-major or "En Route" Masters. This completed form should be returned to OIS within 10 days of the requested change.

STUDENT NAME/ID: _____ 000- - _____
(LAST/FAMILY NAME) (FIRST NAME) (ID NUMBER)

DO YOU HAVE DEPENDENTS IN THE US? Yes If yes, how many? _____; No

THIS REQUEST IS FOR: Change of Level Change in Curriculum** Adding a Co-Major Adding "en route" Masters
**NOTE: Thesis/non-thesis changes do NOT require OIS to take any action in SEVIS; no paperwork submission required

IF CHANGING EDUCATIONAL LEVEL: Previous Level: _____ New Level: _____ (Please indicate BS, MS/MA or PhD)

PREVIOUS ACADEMIC CURRICULUM: _____ (No abbreviations, please)

NEW ACADEMIC CURRICULUM / CO-MAJOR / EN ROUTE DEGREE: _____

Note for Co-Majors: For a student to be eligible to work on *Optional Practical Training* in **both** majors, he/she must complete the requirements for both degrees in the same semester. Please confirm your completion date(s) and plan of work with your academic advisors/DGPs before submitting this form.

Source of Financial Support Amount in \$US

Changes in Curriculum/Adding a Co-major or "En Route" Masters: When Must I Show Funding?

Attach supporting documentation, such as copy of RA/TA contract, sponsor letter, personal bank statement, etc. if:

- a) you require an EXTENSION of your I-20 as a result of the change in curriculum/addition of co-major, or
- b) the SOURCE of funding has changed since the last issuance of your I-20 (e.g. you have a new assistantship)

You do not have to show funding if the source of funding has not changed and the length of your program will stay the same or will shorten as a result of the change.

Changes in Level: When Must I Show Funding?

You **MUST** always show supporting documentation (such as copy of RA/TA contract, sponsor letter, personal bank statement, etc.) when changing to a higher educational level. If changing down a level (e.g. your program will be shortened) and the source of funding has not changed, you do not need to show new funding.

Funding for the I-20/DS-2019 must reflect guaranteed funding for at least one academic year in writing. If your department funding is/cannot be certified beyond one semester, be prepared to demonstrate additional funding (e.g. personal/family funding) for the subsequent semester. OIS cannot process a new I-20/DS-2019 without the appropriate financial documentation.

BASED ON THE INFORMATION ABOVE, PLEASE CHECK ONE OF THE FOLLOWING:

I certify that the financial information on my current I-20 is accurate, the source has not changed, and I do not require an extension to my program.

~OR~

I certify that the funding information on my current I-20 HAS/WILL change(d) and/or I require an extension to my program. I have attached the necessary financial documents to reflect funding for one academic year (or one semester, if graduating in current semester)

Electronic and/or fax copies (in English please) are accepted

F-1 Funding for one academic year (thru summer 2012)	\$33,355 (\$18,006 tuition + \$15,349 living expenses)
J-1 Funding for one calendar year (thru summer 2012)	\$37,356 (\$18,006 tuition + \$19,350 living expenses)
F-2/J-2 Dependent(s)	\$6000/spouse and \$4000/child

The Director of Graduate Programs or Undergraduate Academic Advisor must complete the information below.

1. Please indicate the semester in which the student's change is/will be effective : _____
(semester/YYYY)

2. Please indicate below the student's **new** anticipated date of completion: _____
(semester/YYYY)

(A change in a student's completion date requires OIS to update the completion date on the I-20/DS-2019. Please see page 1 for student's current completion date, per I-20 or DS-2019.)

3. Has this student maintained continuous full-time enrollment and made normal progress toward completion of degree?

Yes No Current TGPA: _____

DIRECTOR OF GRADUATE PROGRAMS OR UNDERGRADUATE ACADEMIC ADVISOR:

Name (please print): _____ Signature: _____

Email: _____ Fax: _____ Phone: _____ Date: _____

Additional Comments:

**IF THIS CHANGE REFLECTS THE ADDITION OF A CO-MAJOR or "EN ROUTE" MASTERS:
DIRECTOR OF GRADUATE PROGRAMS OR UNDERGRADUATE ACADEMIC ADVISOR
FOR SECOND or "EN ROUTE" MAJOR**

Name (please print): _____ Signature: _____

Email: _____ Fax: _____ Phone: _____ Date: _____

For second or "en route" majors: Please indicate below the student's anticipated date of completion: _____
(semester/YYYY)

Note for Co-Majors: If the student will meet the requirements of his/her second major in a semester **other than indicated for his first major.** It does not constitute a co-major for immigration purposes. The student should make an appointment with an OIS advisor to discuss implications.

Note for "en route" degree recipients: In the event a PhD student will abandon his/her primary degree objective and graduate with his/her Masters degree, he/she should make an appointment to speak with an OIS advisor as soon as possible to discuss the immigration implications and post-graduation options.