

## Change of Degree Level for F-1 and J-1 Students

If you will be changing your degree level, your SEVIS record must be updated with the new degree level information. A new I-20 or DS-2019 will be issued to reflect this change. Please fill out the following to complete your request. Please note that graduate students wanting to change their degree major/title must re-apply online.

### Change of Degree Level: Requirements for eligibility

- **F-1 visa** holders may change their level provided they inform ISSS of the change prior to beginning the new level of study and submit the required paperwork. Students may change their degree level or move from a non-degree program to a degree program. Returning to a degree program after participating in OPT is also a change of level. The latest day you can receive approval is 60 days after the end date of your I-20 or OPT.
- **J-1 visa** holders may make degree level changes only in certain cases. Please see an ISS advisor for more information prior to making a decision to change degree level.

|   |       |                |   |
|---|-------|----------------|---|
| Student Name: _____   |       |                | CWID: _____   |
| Last  | First | Middle         |   |
| Student Phone: (    ) _____   |       |                | Mines E-mail Address: _____   |
| Department/ Program: _____  |       | Current Term : | <input type="checkbox"/> Fall _____ <input type="checkbox"/> Spring _____ |
| Please indicate your Visa type: <input type="checkbox"/> F1 <input type="checkbox"/> J1 |       |                |   |

### Please change the change you would like to make:

- MS Thesis to MS Non-Thesis
- MS Non-Thesis to MS Thesis
- MS Thesis to Master of Engineering (Non-Thesis)
- Master of Engineering (Non-Thesis) to MS Thesis
- PHD dropping to MS Thesis or MS Non-Thesis
- Other- Explain: \_\_\_\_\_

New Starting date: \_\_\_\_\_ New End Date: \_\_\_\_\_

#### Are you changing advisors?

*\*If yes, you must also submit a completed Advisor/Thesis Committee Form to the Graduate Office*

#### Are you changing from MS Non-Thesis or ME (non-thesis) to MS-Thesis?

*\*If yes, you must also submit a completed Advisor/Thesis Committee Form to the Graduate Office*

***I have read and understand the changes being made to my degree level and authorize these changes be made to my student record.***

**Approvals:** Student Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Advisor \_\_\_\_\_ Date: \_\_\_\_\_  
 International Office \_\_\_\_\_ Date: \_\_\_\_\_

**Please note:** Your CSM record will reflect your new level only when you have been admitted to the new degree program or when your department has approved the change