PURPOSE

The purpose of this procedure is to provide guidelines for changing the educational level of international students.

PROCEDURE

1. A student must qualify for a new form I-20 to pursue the new educational program, on the same standards outlined in AM 3.3. The student must also have maintained valid F-1 status AM 3.9 at the institution he or she is transferring from.

The student must:

- Be fully admitted to the new program;
- Obtain Form I-20 for the new educational program;
- Enroll in the new educational program in the first term following completion of the previous educational program or vacation; and
- Complete Form I-20 A-B at item 11, and submit it to the Primary Designated School Officer (PDSO) no later than 15 days after beginning classes in the new program.

- The Primary Designated School Officer must:
- Check block 3(e) ("Other") on Form I-20 A-B and note: “moving from _____ (program) to ________ (program).”
- Add the student’s Form I-20 ID Admissions number at item 1;
- Submit the Form I-20 School Copy to the INS Data Processing Center within 30 days of receipt from the student in order to notify INS of the change of program; and
- Return to the student the Form I-20 ID

2. Any changes to a student’s status must be entered through the SEVIS database.