Process for changing your educational level
Changing education level, what do I do next?

- If you are completing or changing your education level and continuing for another, a new immigration document must be ordered from ISS
  - How do I order a new document?
  - The following slides will explain the process to you
F-1/J-1 Students

The following steps are required to receive a new immigration document:

- Complete and sign the top portion of the Change of education level form
- Take the request form to your advisor or major professor to complete and sign the bottom portion
- Watch the PowerPoint presentation listed on the request form
F-1/J-1 Students, cont’d

• Submit the following completed documents to the ISS front desk
  • Admission letter from the department at the new education level
  • Original financial documents from your sponsor
    • If supported by an assistantship, a letter from your employer’s business office is sufficient
    • If your funding is personal or family funds, the financials documents MUST be original
F-1/J-1 Students, cont’d

- It is very important to realize the University’s individual departments recommend your admission to a new education level (MS to PHD or BS to MS), but the Graduate School has the final admission decision.

**Important note for J-1 students:** The Department of Homeland Security does not allow J-1 students to change educational levels “backward” (PHD to MS or MS to BS). They can, however, matriculate from BS to MS or MS to PHD.
F-1/J-1 Students, cont’d

• Admission Process

1. Admitted by department to MS/PHD program
2. Department sends recommendation to the Graduate School
3. The Graduate School either approves or denies the department’s recommendation into the new program
4. The Graduate School updates the Registrar’s database
Important Note for F-1 students

**If you do not complete the previous degree, it is **crucial** to extend your I-20 before it expires or your non-immigrant status will be jeopardized.
Time Lines

- **F-1 Students:** After completion of one degree, The Department of Homeland Security allows a 60 day grace period to change your immigration document to the new education level.

- **J-1 Students:** After completion of one degree, The Department of State allows a 30 day grace period to change your immigration document to the new education level.
Conclusion

- Submit all documents listed in this presentation to the ISS front desk. Allow 10 business days for processing. You will receive an email when the new I-20 is ready.

- If you have further questions, please ask during your appointment or contact ISS at 494-5770 or iss@purdue.edu for assistance.