Change of Education Level (COEL) Request Form

Student:

If you are changing from one education level to another, the Department of Homeland Security requires a new immigration document to be issued. Complete the top portion of this form and watch the following PowerPoint presentation: www.iss.purdue.edu/Resources/NewDocument/COELPresentationToStudents.pdf. Steps to follow for ISS to issue a new I-20/DS-2019 are listed on the reverse side of this form.

Last (Family) Name: _____________________________ First Name: _____________________________
PUID # _____________________________ Phone # (___) _____________________________
Email: _____________________________ Current Major & Education Level _____________________________

Current I-20/DS-2019 expiration date: _____ / _____ / ______ (Month/Day/Year)

Do you have plans to travel out of the US? If so, please indicate:

   Departure Date: _____/_____/
   Return Date: ______/_____/

**By signing this form, I am acknowledging that I have watched and understand the PowerPoint presentation on change of education level procedures.

Student Signature: _____________________________ Date: _____/_____/

Academic advisor or major professor:

ISS requires the information below before we can grant a change of education level to an international student. Please contact ISS if you have any questions:

   Phone: 765-494-5770 or Email: iss@purdue.edu

This student will be changing his/her educational level from:

   From: (circle) PHD/MS/BS thesis or non-thesis  To: (circle) PHD/MS/BS thesis or non-thesis

Expected graduation date of old degree program: _____/_____/
Anticipated start of new degree program: (Circle) Maymester/Summer/Fall/Spring
Anticipated completion of new degree program: _____/

I hereby confirm that I am the above student’s academic advisor or major professor and recommend that this student be permitted to begin his/her educational level.

Please Note: Some departments require specific procedures. Please check with your Graduate Coordinator for proper signatory authority.

Advisor’s Signature: _____________________________ Date: _____/_____/
Printed name and title: _____________________________
Email: _____________________________ Phone # (___) _____________________________
Change of Education Level (COEL) Checklist

_____ Completed the top portion on the reverse side of this form

_____ Advisor completed and signed bottom portion of the reverse side of this form

_____ Watched PowerPoint presentation explaining the COEL process

_____ Submit all completed documents to the ISS front desk

  • Bring the following documents to the appointment:
    • Passport, visa and I-94 card
    • Current I-20/DS-2019
    • This form completed and signed by you and your advisor
    • Admission letter from the department for new education level
    • Original funding document
      • If funded by a Purdue assistantship, the offer letter from your department’s business office is sufficient. It must state your monthly stipend, 10 or 12 month appointment, and how long the department will be funding you.

Special Notes:

  • To avoid any delays, please have all the required documents when submitting them to ISS
  • Be sure to indicate any international travel plans on the front page of the this form
  • Your new immigration document will be issued upon Graduate School approval.
  • J-1 students cannot change their education level “backwards” (i.e., PhD to MS or MS to BS).
  • You will be notified via email when your new immigration document is ready.
  • Be sure to indicate OPT or Academic Training on the COEL form.

FOR ISS USE ONLY

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>I-94 Expiration:</th>
</tr>
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<tbody>
<tr>
<td>Pickup Date:</td>
<td>Status on I-94:</td>
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<tr>
<td>Passport Expiration:</td>
<td>Banner OK?:</td>
</tr>
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<td>Visa Expiration:</td>
<td>Comments:</td>
</tr>
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<td>Visa Type in Passport:</td>
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