

I-20 Change in Degree Level

I, _____, understand that I cannot travel or work on or off campus after completing all my degree requirements as my I-20 may be shortened (this may not be the same semester you receive your diploma). I will need a new I-20 for the coming semester in order to travel or continue on campus employment. I also understand that I have to submit the new I-20 to my department and UH Human Resources.

Signature: _____ UH ID: _____ Date: _____

The form I-20 must accurately state your level of study with the correct program plan and degree objective. When you complete your degree requirements, your I-20 is automatically shortened, even if you do not report this to us. The program end date is only valid for the degree you are completing. Any change in degree level (higher or lower) or the start of a new degree program at the same level requires a change in degree level I-20 to be issued (e.g. changing from Bachelor's to Masters, Master's to Master's, Master's to Ph.D., Ph.D. to Master's, etc.). A change in degree level requires a new I-20, not a program extension!

Evidence of Financial Support

- For a change in degree level or classification, evidence of financial support is **required**. **Check with the front desk to determine amount of financial support that is required, and to determine if you must also provide us with any additional documentation, such as a valid passport, current I-20, etc.** **Note:** If you are employed on campus, e. g. Research Assistant (RA), Teaching Assistant (TA), etc., and entitled to pay in-state tuition based on your employment or a scholarship, new financial support evidence is required. As applicable, please bring the following documents.
- **RA's, TA's, Fellowships, and Scholarship:** Complete an Assistantship and Fellowship/Scholarship Verification form (available at ISSSO front desk or on our website: www.uh.edu/oisss/resources/forms-and-publications/). For any scholarship, please provide a recipient letter in addition to the form.
 - **Funds from a sponsor or personal account:** Bring a current bank statement or a letter on official bank letterhead (not older than 3 months). If you have a financial sponsor, please fill out our Statement of Financial Support in addition to the bank statements located in our resources section on our website.

CHANGE IN DEGREE LEVEL INFORMATION TO BE FILLED OUT BY ACADEMIC ADVISOR

NOTE: Graduate students are generally required to complete a General Petition form with their department or college to obtain the required signatures for approval. This change of degree level form is only an additional requirement for students studying on an F-1 VISA. If student is on OPT and starting a new program at UH, please follow up with Graduate Admissions.

Academic/Faculty Advisor, please check one of the following reasons that applies to this student.

- Option 1: The student has completed their Master's degree and will begin their Ph.D. studies with a new active program plan for the coming semester.
- Option 2: The student has completed their Master's degree and will begin a second Master's and has a new active program plan.

For Options 1-2: The completion date for all degree requirements for the Master's degree is: _____

For Options 1-2: The starting semester for the new degree program is: _____

- Option 3: The student will be changing their level of study from Ph.D. to a Master's and the Ph.D. program plan has been discontinued.
- Option 4: The student has NOT completed their Master's degree and it will be discontinued, but will instead continue on a PhD program plan.
- Option 5: The student completed a Master's degree as part of their Ph.D. studies (use this option only if student is continuing their Ph.D. studies).
- A remark on student's I-20 will be added to verify master's degree completion. The new I-20 will have the same program data information (PhD) and the student should be aware that they will not be eligible for OPT for that specific master's degree.

For Options 1-5: The date or semester of completion for the new/second degree is: _____

**A student cannot prolong their stay in the U.S. by taking additional courses they do not need (because they failed to apply for graduation) or they are administratively enrolled. If the student has completed all degree requirements, they are required to take action to maintain status. 8 CFR 214.2(f)(6)(iii)(C)

Advisor's Name: _____

Signature: _____

Date: _____