F-1 STUDENT CHANGE OF MAJOR

If you are an international student on an F-1 visa and you intend to change your major, you will need to request a new I-20 showing this. Read the following and complete the required information below. Please allow seven (7) business days to process your request once all required documentation has been received.

**Change of Major**

**Undergraduate students (Bachelor’s and Post-Baccalaureate) should:**

1. Apply for a change of major through the Registrar’s Office.
2. Once the change of major has been approved, you should request a new I-20 from OIS within 15 days of the start of the term when the change will be effective.
3. An International Student Advisor will issue a new I-20 within 5-7 business days.

**Graduate students (Master’s and Doctorate) should:**

1. Apply for a change of major through the Graduate School.
2. A Departmental Action Form (DAF)/Change of Degree or Major Form will be sent to your department, which will then be returned to the Graduate School. The DAF/Change of Degree or Major Form will then be sent to OIS for approval.
3. An International Student Advisor will issue a new I-20 and return the DAF/Change of Degree or Major Form to the Graduate School for final processing.

**Student must complete Change of Major information below and submit to OIS:**

Last Name (family) _________________________________________ First Name (given) _________________________________________
Student ID _______ - _______ - _______ Phone _________________________ Email ________________________________
Current U.S. Address: Go to https://ipconnect.oregonstate.edu Click on Select biographical information, then Local U.S. Address E-Form. * You are required to report your address to SEVIS to maintain your immigration status.

☐ Change of major:
   Term change of major will start: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20 ___
   Previous Major _________________ New Major ______________________

☐ Add concurrent major:
   Term change will start: ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20 ___
   Concurrent Major ___________________ Concurrent Major Degree Level ___________________
F-1 STUDENT PROGRAM EXTENSION DUE TO CHANGE OF MAJOR

If your change of major means that you will not be able to graduate by the program end date indicated on your I-20, you will need to request a program extension. An extension requires that your academic advisor completes the information below and that you provide sufficient proof of financial documentation for one academic year (12 months) or the length of the extension, whichever is less.

Please allow seven (7) business days to process your request once all required documentation has been received. Please attach the financial documentation to this form if your change of major will result in a program extension.

To be completed by academic advisor if requesting I-20 program extension

The student is requesting an extension of program in accordance with the regulations of the U.S. Citizenship and Immigration Services (USCIS). These regulations allow for an extension for a change of major or degree.

Please confirm the following information for the student listed above:

- Changed their major or degree to __________________________
- Expected completion date is ____ / ____ / ____

Please comment if there is anything specific our office should be aware of: _______________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

Academic advisor’s signature ___________________________ Date ____ / ____ / ____

Name and title (please print) ______________________________________________________________________________
Department ______________________ Phone _______________ E-mail ___________________________________

Financial Documentation

F-1 student financial documentation (no older than 12 months) must show your ability to pay for all educational and living expenses for one academic year (12 months).

See the “International Student Financial Documentation” handout to determine the proof of funding amount you will need to provide. Please meet with an International Student Advisor if you want more guidance on this process.

The handout can be found on the International Students Forms & Documents web page: The URL is as follows: http://oregonstate.edu/international/atosu/students/forms

Office of International Services use only

Program Extension: Approved  Denied  OIS initials ________  Date entered into SEVIS ____________

SPONSORED STUDENTS ONLY

Changing your major without approval from your sponsor may have adverse consequences on your funding including the discontinuation of your sponsorship. It is your responsibility to consult your sponsor before changing your major and make sure that they approve the new major. If you officially change your major, you must submit a new official Financial Guarantee for the new major, as soon as possible. Under the terms of agreement with your sponsor, OSU is not able to invoice your sponsor for tuition and fees unless your officially declared major matches the major on your Financial Guarantee.

☐ I have read the above and understand that it is my responsibility to obtain approval from my sponsor for my change of major by submitting a new Financial Guarantee to the Office of International Services.

Signature ___________________________ Date ________