



Change of Program Request Form for F-1 Students

F-1 students are required to make academic progress toward their program indicated on their I-20. Students that would like to change their program or start a new program after graduation/OPT must complete this form and receive approval.

F-1 student Requirements:

- Students are strongly encouraged to meet with an Academic Advisor to discuss their academic plan and to fully understand program responsibilities.
- F-1 students are limited to 4 academic years at NWTC. This includes program changes and students pursuing an additional certificate, diploma, or degree. Exemptions *might* be made for Nursing students, students that took full-time IEP, and students that had a Medical Reduced Course Load.
- All students must be in good standing when requesting a change of program. Code of Conduct violations will be taken into consideration in order to maintain high standards of instruction and to permit all who attend NWTC to obtain the most from their educational experience.
- Students who would like to pursue a second program will need to reapply and submit updated financial documents. **Under F-1 regulations, a new I-20 must be issued when there is a significant change in a student's academic information, including a change in a major field and/or degree level.**

Completed by Student

Student Name: _____
First Name Last Name

Student ID: _____ Phone Number: _____

Address: _____
Include apartment number if applicable, city, and zip code

Current program: _____

Check one: ____ Requesting to change program ____ Requesting to start a new program after graduation/OPT

New program: _____

Reason for changing or adding program:

Which semester would you like to start the new program?: ____ Fall ____ Spring ____ Summer

I understand and agree to the F-1 student requirements for a change of program.

Student Signature: _____ Date: _____

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Completed by DSO

- ☐ Check student's SEVIS record and transcript and determine end of program date
- ☐ Ensure student is up-to-date on tuition payments
- ☐ Review updated financial records for new program
- ☐ If approved, complete "Change in Education Level" or update program in SEVIS and issue new I-20
- ☐ Contact Admissions for program change/add
- ☐ Connect student with Academic Advisor

Optional Comments: _____

DSO Signature: _____ Date: _____

☐ Approved

☐ Denied, Reason: