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I-20 Change in Degree Level Form (Non-Degree Completions)

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: _____

Your form I-20 must accurately state your level of study with the correct program plan and degree objectives. When you discontinue your current program to pursue a different degree level, your I-20 must reflect this change. This change is not automatically reported, which is why this form is required. The program dates are only valid for the degree you are completing, and the information has to be accurate. Any change in degree level (higher or lower) without completing your degree requires edits to your I-20 to reflect this new change (e.g. changing from Bachelor's to Masters, Master's to Ph.D., Ph.D. to Master's, etc.). After completing your degree, a new I-20 is required to begin a new program of study, 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. That's why this form is needed to make changes to the I-20.

For any assistance to get a new I-20 after completing your current degree and will pursue a new one, please follow up with the Graduate School. ISSSO only handles cases that requires editing your program information if you do not complete your degree.

- ☐ Option 1: 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 2: The student has NOT completed their Master's degree and it will be discontinued, but will instead continue on a PhD program plan.
- ☐ Option 3: 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 1-3: The new date or semester of completion for the 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: _____