

## 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 were 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: Complete an Assistantship Fellowship Verification form (available at ISSS front desk or on our website: [www.uh.edu/oisss](http://www.uh.edu/oisss)).
- Scholarships: Verified with a letter/scholarship recipient verification form from your college or supplying agency. It should also state if you are eligible for resident tuition.
- Funds from a sponsor or personal account: Bring a current bank statement or a letter on official bank letterhead (not older than 2 months). If your sponsor is not your parent and is either a U.S. citizen or permanent resident, he/she will need to complete Form I-134 Affidavit of Support (available at the Front Desk of ISSSO or can be downloaded at <https://www.uscis.gov/i-134>).

### CHANGE IN DEGREE LEVEL INFORMATION TO BE FILLED OUT BY ACADEMIC/FACULTY 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 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 is adding a Master's degree to their Ph.D. studies (use this option only if student is continuing their Ph.D. studies).
  - Date of estimated completion for all degree requirements for Master's degree: \_\_\_\_\_
  - Date for the beginning of the next academic term that the student will be continuing their Ph.D. studies: \_\_\_\_\_
    - This requires student to be enrolled full-time. If summer is not mandatory, then please use the fall start date.

For Options 1-5: The date or semester of completion for the new 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: \_\_\_\_\_