



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSODocuments@utdallas.edu

F-1 Change of Level I-20 Request Form

Student Name _____ UTD ID _____
Graduation year and semester _____ First day of classes _____
for current program _____ for new program _____

A. Check the box that applies to you. Students in the following cases must obtain a UT Dallas Change of Level I-20. If you are not sure you fit into one of these cases, talk with an immigration advisor.

- | | |
|---|--|
| <input type="checkbox"/> I am moving from one degree program to another at a different level without completing the first program | <input type="checkbox"/> I am completing one degree program and starting another |
| <input type="checkbox"/> I am moving from OPT to a new degree program before the OPT end date | <input type="checkbox"/> I am completing OPT and starting a new degree program |

B. Enter the program and major of the new program for your Change of Level I-20.

Degree Program _____ Major _____

C. Attach to this form a COPY of the following documents as applicable.

- **UT Dallas Financial Affidavit form.** Download the form at utdallas.edu/isso/affidavit.
- **Financial Documents.** If applicable, copy of a bank statement, scholarship, UT Dallas assistantship or government funding support letter.

D. Read this guidance prior to submitting your application. The Change of Level I-20 can be issued within 5 business days after the application is submitted in the appropriate period as listed below. As needed, consult with the ISSO immigration advisors.

- **You are moving from one program to another program on a different level.** Request your Change of Level I-20 between the first day of class and no later than the Census Day of the first semester of your new program.
- **You have graduated from your current program.** Your new UT Dallas program must start within 5 months. Request your Change of Level I-20 between the last day of finals and no later than 60 days after the last day of finals of your graduating semester.
- **You have completed your OPT period.** Your UT Dallas program must start within 5 months of your OPT end date. Request your Change of Level I-20 between the end date of your OPT and no later than 60 days after your OPT end date.
- **You are moving from OPT to a new program before the OPT end date.** Request your Change of Level I-20 between the first day of class and no later than the Census Day of the first semester of your new program.
- **You are on CPT or OPT on your current program.** Once the Change of Level I-20 is issued or your new program starts, whichever is first, your CPT or OPT employment authorization ends.
- **You will travel outside of the U.S. and will return to start your new program.** You should enter the U.S. with your Change of Level I-20. If you need your I-20 mailed to you outside of the U.S., consider mailing times. It may take 2 to 4 weeks for regular mail to reach you, and an average of 5 business days for express mail.
- **Your new program will start in summer.** You must be enrolled full time in your first semester of your new program, even if that semester is summer. If you do not plan to be enrolled in summer, consider deferring your admission to a future term.
- **Your ability to extend your driver's license may be affected if your Change of Level I-20 is in process.** Consider timing your Change of Level I-20 request so the I-20 is not in process when you apply for your driver's license extension.

E. Submit your Change of Level Request to the ISSO. An e-mail will be sent to your utdallas.edu email address within five business days to notify you on the status of your Change of Level I-20.

- **In person:** Submit to the ISSO during office hours. Monday - Thursday, 8:30am to 6pm. Friday, 8:30am to 5pm.
- **By e-mail** (additional paper copies are not required: Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Student signature: _____ Date: _____