

## Changing Academic Level and/or Beginning a New Degree Program

If you will finish a program of study but still continue studying at UMSL, this form describes the steps that need to be taken for you to stay in good status. To ensure that you stay in good F-1 or J-1 status, you need to follow the two steps below before you finish your current level/program.

*Please note: we cannot process your request if any of the following points apply to you:*

- 1) You have a hold on your student account
- 2) You are currently not enrolled as full-time student (unless our office has given you written authorization to drop below full-time status)
- 3) You have ever failed to complete a full-time load of courses in any previous semester (this includes delayed (DL), excused (EX), and nonparticipation (FN) grades, none of which count towards full-time enrollment)

1. Apply for admission to the new program

- Do this about two to three months before you finish your current program

2. After you are admitted, email your request for a new I-20 or DS-2019 to [lenka.garimella@umsl.edu](mailto:lenka.garimella@umsl.edu).

This email request should include ALL documents below:

- The “**Immigration Document Request for a New Program**”
- Proof of admission to the new UMSL program (an **admission letter**)
- Proof of **financial support** for one year of study (amounts needed are listed as part of Affidavit of Support)
- **Affidavit of Support** (all students are required to complete this)  
[https://www.umsl.edu/global/files/pdfs/iss/umsl\\_affidavitsupport\\_2022\\_final\\_12.27.2021.pdf](https://www.umsl.edu/global/files/pdfs/iss/umsl_affidavitsupport_2022_final_12.27.2021.pdf)
- Copy of your **passport** & your **F-1 visa stamp and I-94 (can be downloaded here: <https://i94.cbp.dhs.gov/I94/#/recent-search>)**

NOTE: If you have dependents in the US, additional annual funds of \$4,000 for a spouse and \$4,000 per child must be shown

### All forms are to be completed electronically!

Please download [Adobe Acrobat Reader DC](#) (free version) and complete form by using the pen function in the toolbar. The “IAb” button will allow you to type in the space provided and the “Sign Yourself” button will allow you to provide the necessary electronic signatures. The X and ✓ will allow you to mark appropriate boxes. Please download the form to your desktop and “open with” Adobe Acrobat Reader DC. Opening in a web browser extension does not allow for the functionality to complete the form electronically.





**International Student & Scholar Services**

1 University Blvd, (362 SSB)  
Saint Louis, MO 63121  
Phone: 314.516.5229  
Fax: 314.516.5636  
Email: [iss@umsl.edu](mailto:iss@umsl.edu)  
[umsl.edu/global](http://umsl.edu/global)

**Immigration Document Request for a New Program**

Name: \_\_\_\_\_ , \_\_\_\_\_  
Family/Last Name Given/First Name(s)

Triton ID # (Student ID) \_\_\_\_\_ Today's Date: \_\_\_\_\_

UMSL Email Address: \_\_\_\_\_ Visa Status:  F-1  J-1

Local Address \_\_\_\_\_

Are you a sponsored student?  NO  YES (Please select below)  
 SACM  Fulbright/IIE/IREX  CBIE  Other: \_\_\_\_\_

Have you continuously maintained your status?  YES  NO - Explain: \_\_\_\_\_

Do you have any holds on your account?  YES  NO - Explain: \_\_\_\_\_

Have there been any other unreported changes to your immigration record (such as change of name, address, citizenship, additional dependents?)  YES  NO

If yes, describe: \_\_\_\_\_

**Current Degree Program/Major:** \_\_\_\_\_

Current Level:  Bachelor's  Master's  Graduate Certificate  PhD  OD

**Future Degree Program/Major:** \_\_\_\_\_

Future Level:  Bachelor's  Master's  Graduate Certificate  PhD  OD

Will you be traveling outside of the United States soon?  NO  YES If yes, please answer the questions below.

1. What is your departure date and where will you be travelling?

\_\_\_\_\_

2. When does your visa stamp in your passport expire? \_\_\_\_\_

3. Are you currently on OPT or STEM Extension OPT:  NO  YES If yes, please list the expiration date on your EAD card here: \_\_\_\_\_

MM/DD/YYYY

Do you have any dependents (spouse, children) currently in F2 status?  NO  YES

If yes, check how many dependents:  Spouse  Children - # \_\_\_\_\_

\*If you need to add any new dependents, please request the "Inviting dependents" packet