

# Request for I-20 CHANGE or EXTENSION

(new MAJOR / new PROGRAM / need more time)



Use this form to request an update to your SEVIS record and I-20. Fill it out completely, including the SEVIS number from your current I-20. Submit a new bank statement and write your plan for classes on the back, if required (see below). Consult with an advisor if needed.

### STUDENT section -- please print very clearly and submit to IP Office

Student ID Number \_\_\_\_\_

Last (Family) Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name(s) \_\_\_\_\_

I verify that I checked my contact information in MyCentral and:

Everything is correct,    OR,     I have updated my address / phone number / email address

**1. CURRENT PROGRAM (circle one):**    SCIE | Transfer degree | IP Short-Term Certificate | Career Training

**2. I AM REQUESTING:**

**CHANGE of MAJOR / focus of study,** to be: \_\_\_\_\_

**NEW PROGRAM: please also write the major or focus of study in line above.**

**a. New Program (circle one):**    Transfer degree | IP Short-Term Certificate | Career Training

- Choose Short-Term Certificate if you want to enroll in additional classes after completing a degree.

- if changing to a Career Training program, circle one:    AAS | AAS-T | Certificate

*If you are unsure which one to circle, talk to Career Training program director or advisor to learn the differences.*

**b. Must also submit new bank statement, equivalent to US\$23,833 or more. >> DONE:**

**EXTENSION:** Briefly explain why you need additional time to complete your program of study. Reason(s):

\_\_\_\_\_

\_\_\_\_\_

**3. For Extension –OR–changing to IP Short Term certificate:** WRITE CLASSES on back. >> **DONE:**

**4. SUBMIT this form (and new bank statement, if required) to the IP office.** An advisor will check your record and send you an email message when your new I-20 is ready, or request further information from you if needed.

**5. Student signature:** \_\_\_\_\_

### IEP OFFICE / ADVISOR section



New I-20 information

**Change of Program,** to:    Transfer degree | IEP STC | \*Pro-Tech – AAS / AAS-T / Cert  
\*If Pro-Tech program:     confirmed acceptance, otherwise **STC** while awaiting program entry

**Change of Major,** to: \_\_\_\_\_

**Program End Date:**    Same | Extend | Shorten    **New End Date:** \_\_\_\_\_

Notes: \_\_\_\_\_

Adv. Initials: \_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ SID: \_\_\_\_\_

For an EXTENSION: Please write your plan for classes below, so your advisor knows how much time you need. Talk to an advisor if you have questions or are unsure what classes you need.

CURRENT QTR. 

FUTURE QUARTERS...

| Qtr/Yr: |         | Qtr/Yr: |         | Qtr/Yr: |         | Qtr/Yr: |         |
|---------|---------|---------|---------|---------|---------|---------|---------|
| Course  | Credits | Course  | Credits | Course  | Credits | Course  | Credits |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |

| Qtr/Yr: |         | Qtr/Yr: |         | Qtr/Yr: |         | Qtr/Yr: |         |
|---------|---------|---------|---------|---------|---------|---------|---------|
| Course  | Credits | Course  | Credits | Course  | Credits | Course  | Credits |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |
|         |         |         |         |         |         |         |         |

NOTES: