



Change of Level/Program for F-1 Students

For:

- Students who will change educational level at YSU (such as bachelor's to master's or master's to PhD).
- Graduate students who will start a new program at the same educational level (i.e., a student who has completed one master's program and will start in a new one, or who is transferring from one graduate program to another).

Students who will change their program must contact the International Programs Office **at least 30 days before** either:

- a) Their current I-20 expiration date OR
- b) The date the change of program goes into effect, ***whichever comes first.***

The deadline to request the new I-20 is *before* the end of the student's 60-day grace period.

Application Process:

STEP 1: Receive acceptance into the new degree program.

STEP 2: Obtain Proof of Financial Support. Submit proof of financial support for your new program. Financial support includes tuition and living expenses for you and any dependents in F-2 status. If you are funded by another source, submit a letter of support from your sponsor with **original** financial documents, such as original bank letters showing that the funds are available. Financial documents must be in English, state the account holder's name, type of currency and be dated within 6 months.

Undergraduates	Tuition	\$17,177
	Room & Board	\$12,000
	Books, Fees & Health Insurance	\$ 2,691
	Total	\$31,868
Graduates	Tuition	\$15,337
	Living Expenses	\$12,000
	Books, Supplies, Fees, & Health Insurance	\$ 2,691
	Total	\$25,546
Dependents (if applicable)	Spouse	\$7,500
	Child	\$5,000

STEP 3: Submit a complete change of program request to the IPO Portal.

A complete request consists of:

- Change of Level/Program Request Form
- Copy of acceptance letter to new program
- Supporting financial documents
- Copy of passport

You will receive an email with your updated I-20 attached within 7 Business days of your request.

Travel:

If you will travel between the end of your current program and the start of your new program, you must use the new I-20 issued for your new program to re-enter the U.S. You will NOT be required to pay the SEVIS fee again. If your F-1 visa has expired, you must renew it at a U.S. Embassy before returning to the U.S. Contact IPO with any travel questions.



Change of Program Request Form for F-1 Students

To request a new I-20 for a change of program, submit the following to the IPO Portal:

- ☐ Completed Change of Program Request Form
- ☐ Copy of acceptance letter to new program
- ☐ Supporting financial documents
- ☐ Copy of passport

Personal Information

Family Name: _____ First Name: _____

Date of Birth (mm/dd/yyyy): _____ YSU Y#: _____

U.S. Phone Number: _____ City of Birth: _____

Residential Address: _____

Student Signature: _____ Date: _____

Program Information

New Academic Program Level (Bachelor's/Master's/PhD): _____

Semester New Program Will Begin (Term and Year): _____

F-1 students changing to a new program effective Fall semester:

☐ I am applying for OPT. OPT start date: _____ OPT end date: _____

NOTE: Your change of program I-20 can be collected from IPO at the start of fall term. Issuing the I-20 early will automatically terminate OPT. If you will stop OPT work early, contact IPO.

☐ I will not apply for OPT.

NOTE: Your change of program I-20 can be collected from IPO in 3 business days. If you plan to travel, you must use the new I-20 to re-enter the U.S.