CHANGE OF EDUCATION LEVEL/DEGREE @ DSU

This form is to be completed by an F-1 international student intending to change his/her education level at DSU. The information requested on this form is required to issue you a new I-20 to continue your study at DSU. Your SEVIS record must be updated with your new education level/program of study. Please complete and submit the form, letter of admission from DSU, and proof of funding. If you fail to complete this form in its entirety, your process will NOT move forward.

Instructions
1. Thoroughly read the Change of Education Level packet and complete the attached form.
2. Submit to the International Affairs Office the “Change of Education Level @ DSU Form,” evidence that you have officially been admitted to the new program, and proof of funding for your new program of study. (we will accept a copy of your DSU acceptance letter or email from the Office of Admission).

COE Procedure
1. In order to be eligible to continue your study at DSU, student must currently be maintaining valid F-1 status.
2. You apply to another DSU program of study and are admitted to that program.
3. Submit your COE Form, proof of financial support, and DSU acceptance letter to the DSU International Affairs Office.
4. Your new I-20 will not be issued without all documents from #3.

Special Note for Students on OPT: If you are on OPT and wish to continue your studies at DSU, you should be aware that the first day of classes ends your OPT eligibility automatically comes to an end.

If your OPT end date occurs before classes at the new school begins, the first day of classes or orientation will be your new program start date. If your OPT would not yet be expired by the time classes begin and you wish to continue your OPT employment until the latest possible date, you will need to discuss your end date with the OISS advisor.

Employment Eligibility for COE Students
This can affect your eligibility to continue working on DSU’s campus because regulations allow on-campus employment however; you must complete a new Employment Authorization form for the new position.

COE Students Who Travel Outside the U.S.
If you plan to travel outside the U.S. before classes begin, you can only enter 30 days prior to the program start date on your new program of study I-20. For example, if you are in your home country and your new program of study I-20 has a program start date of August 15, you cannot arrive in the US prior to July 15). Also, you do NOT need to get a new U.S. visa if your current one is still valid.

Eligibility to Apply for CPT, OPT, etc. in new education level
COE students remain eligible for such benefits of F-1 status like being able to apply for CPT, OTP, etc. in the new education level, provided he/she maintained status (including registering full-time) for an entire academic year at Delaware State University. For example, at the new education level, a student who began studying at Delaware State University in August 2019, and who maintained full-time enrollment for the 2019/2020 fall and spring academic semesters, would be eligible in the Fall 2020.

“Initial Entry” I-20’s
If you fail to complete and submit the COE @ DSU form during the required timeframe (before your program ends or 60 days after your program ends) you have fallen out of status and must either depart the US and return on a new I-20 with a new SEVIS #, (pay the 901 fee again) or apply for Reinstatement (see the DSO for more information on Reinstatement). There will be no exceptions to this rule, please complete the form BEFORE beginning a new program of study at DSU.
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It is the responsibility of the student to provide, answer and sign all of the information requested below. Incomplete forms will not be processed.

Student Name: ___________________________ D#: __________________ Phone No.: ______________

Address: _____________________________________________________________ APT# City State Zip Code

Name of your apartment complex: __________________________ Email: ____________________________@students.desu.edu

What is the expiration date on your F-1 Student Visa? _______________ Passport? _______________ mm/dd/yyyy mm/dd/yyyy

Have you officially been admitted to your new program of study? ( ) NO ( ) YES If yes, please provide official evidence of acceptance from DSU.

When do you plan to begin classes Fall 20___ Term I/Term II OR Spring 20___ Term I/Term II.

What is/was the last day of classes for you at Delaware State University? (mm/dd/yyyy) __________

Are you on OPT? ( ) No ( ) Yes. If yes, when does your OPT end? (mm/dd/yyyy) __________
If No, when did your OPT end? (mm/dd/yyyy) __________ (N/A if you have not used OPT at all)

Are you currently employed at Delaware State University? ( ) No ( ) Yes If yes, please note that you cannot work beyond the end of program date on your I-20 without submitting a new On-campus Work Authorization Form your new employer.

Do you have any plans to travel outside the U.S. between now and the start of classes? ( ) No ( ) Yes If yes what are your travel dates? From: _______________ To: _______________

mm/dd/yyyy mm/dd/yyyy

By signing below, I understand that I must begin classes as a full time student (12 credit hours undergraduate and 6 credit hours for graduate). If on OPT, I understand that the end date noted above is the latest date I can legally work under Optional Practical Training authorization. I am also aware that I must end my on-campus job at DSU on or before the last day of finals and submit a new On-campus Work Authorization Form to begin new employment with another department or semester/term. I have attached my DSU Acceptance letter and funding for my new program of study.

Student Signature: ___________________________ Date: ___________________________

Received in the OIA on Date: ___________________________

Failure to complete this form may jeopardize your legal standing in the US.