Change of Program/Level Request Form

Instructions: If you are planning to change your program or level of study and need to update your I-20/DS-2019, please complete this form and submit it to the Designated School Official (DSO) on your campus. If you are going to need additional time to complete your new program/degree, please attach necessary proof of finances for the additional time that you will need to complete the degree or at least one year.

Part I: To be completed by the Student

Date: ____________________________

_last_name_ _first_name_ _middle_name_

Phone: ____________________________  CLC email: ____________________________

Reason I am requesting a new I-20:  
☐ I changed my program  
☐ I changed my degree level

Have you officially been admitted to the new program/degree level?  
☐ Yes  
☐ No, not yet

Change of Program:

Previous Program: ____________________________

New Program: ____________________________

Semester in which you will begin new program:  
☐ Fall (August)  
☐ Spring (January)  
☐ Summer (June)

Change of Level:

Previous level:  
☐ Language Training  
Did you complete this level?  
☐ Yes  
☐ No

If yes, list (anticipated) date of completion: ____________________________

New level:  
☐ Certificate  
☐ Associate

Semester in which you will begin new program:  
☐ Fall (August)  
☐ Spring (January)  
☐ Summer (June)

Part II: To be completed by the Academic Advisor:

This student has applied to:  
☐ change his/her program of study  
☐ change his/her degree level

New estimated date of completions (month/year): ____________________________

I certify that the preceding information is correct to the best of my knowledge:

Advisor Name ____________________________  Date ____________________________

Advisor Signature ____________________________  Title ____________________________

Phone ____________________________  Email ____________________________

Advisor: If you have questions or need further information, please contact Lindsey Hobson in the Center for International Education at lhobson@clcillinois.edu

College of Lake County  Center for International Education  Revised: March 2019