F-1 STUDENT CHANGE OF MAJOR

US immigration law requires F-1 students to notify International Student Services immediately about any change to their academic program. These changes must be reported to SEVIS. Failure to report academic program changes including a change of major to International Student Services can put a student’s immigration status at risk.

When this form is received and verified, an updated I-20 will be processed and printed to reflect new major.

**Change of Major for Undergraduates**
1. Apply for a change of major through the Registrar’s Office [http://utsa.edu/advise/docs/Change-of-Major-Form.pdf](http://utsa.edu/advise/docs/Change-of-Major-Form.pdf)
2. When the change of major has been approved, contact your Academic Advisor to complete the change of major form
3. Submit the completed change of major form to International Student Services
4. Pick up updated I-20 from International Student Services after two business days, then sign and date the I-20

**Change of Major for Graduates**
1. Apply for a change of major through the Graduate School [http://utsa.edu/advise/docs/Change-of-Major-Form.pdf](http://utsa.edu/advise/docs/Change-of-Major-Form.pdf)
2. When the change of major has been approved, contact your Graduate Advisor of Record to complete the change of major form
3. Submit the completed change of major form to International Student Services
4. Pick up updated I-20 from International Student Services after two business days then sign and date the I-20

**Change of Major for Sponsored Students**
1. Verification letter or email from government sponsor approving the change of major
2. When the change of major has been approved, contact your Academic Advisor/Graduate Advisor of Record to complete the change of major form
3. Submit the completed change of major form to International Student Services
4. Pick up updated I-20 from International Student Services after two business days then sign and date

**Extension of Stay**
If the change of major delays the expected date of graduation, submit the following documents to International Student Services to request an extension of stay.
- Confirmation of Financial Resources Form [http://international.utsa.edu/forms/confirmation-of-financial-resources/](http://international.utsa.edu/forms/confirmation-of-financial-resources/)
- Supporting financial information such as a bank statement, financial guarantee, or scholarship award letter
- Updated degree plan signed by academic advisor with semester-by-semester plan of action

**Student Acknowledgment**

I, __________________________, understand that F-1 visa students are required to immediately report any change in academic program to International Student Services in order to maintain immigration status. I acknowledge that not reporting this change to International Student Services in a timely manner can negatively impact my F-1 visa status.

Student Signature ___________________________ Date ___/___/______
F-1 STUDENT CHANGE OF MAJOR

TO BE COMPLETED BY STUDENT

Last Name ___________________________  First Name ___________________________

Student ID _______________  Phone (____)_____ - _______  Email ______________________

Current US Address ______________________________________________________________

Student Signature_________________________  Date___/___/ ______

TO BE COMPLETED BY ACADEMIC ADVISOR/GRADUATE ADVISOR OF RECORD

Student ID _______________  Previous Major ___________________  New Major __________

Expected Date of Graduation ___________________  Academic Standing __________________

Advisor’s Name ___________________________  Title_____________________________________

Advisor’s Signature _________________________  Date___/___/ _ ______

Phone (_____ )_____ - _______  Email _________________________________

Comments (if any)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

FOR ISS USE ONLY  Academic Standing: ☐ 1st Term  ☐ GS  ☐ Prob  ☐ Dism  Current Credit Hours: ___  Previous Credit Hours: ______
Local Address: Current ☐ Violation Telephone: ☐ Current ☐ Violation Email: ☐ Current ☐ Violation
Extension Documents: Confirmation of Financial Resources: ☐ Yes ☐ No Supporting Financials: ☐ Yes ☐ No
Degree Plan: ☐ Yes ☐ No