

The College of New Jersey
**CHANGE OF EDUCATIONAL LEVEL/PROGRAM PROCEDURES FOR
F-1 STUDENTS**

The U.S. Citizenship and Immigration Services (USCIS) requires that F-1 students complete a “change of educational level/program procedure” when beginning a new program of study. This procedure must be completed within the first 15 days of starting school at TCNJ in order to maintain your F-1 status.

How to Complete Your Change of Education Level/Program Procedure

1. Complete an **Application for a Form I-20** and submit it with the required evidence of financial support to the Academic Services Office.
2. If you tell us that you plan to travel outside the U.S. before school begins on your “Application for a Form I-20,” we will get your Form I-20 to you as you requested so that you can use it to reenter.
 - A VALID PASSPORT. (Unless you are exempt from passport requirements.)

*** Travel Instructions ***

YOU WILL NEED THESE DOCUMENTS TO REENTER THE COUNTRY:

- A VALID F-1 VISA (unless you are exempt). You do not need a valid F-1 visa to return if you are traveling to Canada, Mexico, or to islands in the Caribbean for less than 30 days and are not from there. Instead of a valid visa, you must have an I-94 departure record that shows you are F-1 for “duration of status” or D/ S.
- If you need to renew your F-1 visa to return, you can only get it at home! If you need more information about how to renew your visa, let us know and we can send you instructions.
- If you have a valid visa but it has another school’s name on it...it doesn't matter! The school name on your visa doesn’t change until you need to renew it
- Your New TCNJ I-20
- EVIDENCE OF YOUR FINANCIAL SUPPORT. Carry copies of the financial documents you submitted for getting your Form I-20.
- USCIS MUST STAMP AND SEPARATE YOUR SJUI-20 TO COMPLETE YOUR CHANGE OF EDUCATIONAL LEVEL/PROGRAM. If they don’t, bring your I-20 to our office and we will take care of it for you.

**SAFEKEEP ALL YOUR OLD FORMS I-20 DO NOT DESTROY THEM.
THEY ARE YOUR RECORD OF YOUR F-1 HISTORY IN THE U.S.**

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