

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.19

PAGE: 1 OF 2

PROCEDURE TITLE: CHANGE OF EDUCATION LEVEL FOR INTERNATIONALS

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: Marketing and Enrollment Management



October 3, 2012

PRESIDENT

DATE

PURPOSE

The purpose of this procedure is to provide guidelines for changing the educational level of international students.

PROCEDURE

1. A student must qualify for a new form I-20 to pursue the new educational program, on the same standards outlined in AM 3.3. The student must also have maintained valid F-1 status AM 3.9 at the institution he or she is transferring from.

The student must:

- Be fully admitted to the new program;
- Obtain Form I-20 for the new educational program;
- Enroll in the new educational program in the first term following completion of the previous educational program or vacation; and
- Complete Form I-20 A-B at item 11, and submit it to the Primary Designated School Officer (PDSO) no later than 15 days after beginning classes in the new program.
- The Primary Designated School Officer must:

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.19

PAGE: 2 OF 2

- Check block 3(e) ("Other") on Form I-20 A-B and note: *"moving from _____ (program) to _____ (program)."*
 - Add the student's Form I-20 ID Admissions number at item 1;
 - Submit the Form I-20 School Copy to the INS Data Processing Center within 30 days of receipt from the student in order to notify INS of the change of program; and
 - Return to the student the Form I-20 ID
2. Any changes to a student's status must be entered through the SEVIS database.