



F-1/J-1 Student Change Form

This form is used to report changes to a student's personal or academic information, based on the actions listed below. Supporting documentation may be needed and many of these updates will require the ISO to issue a new I-20 or DS-2019. When necessary, you must obtain the appropriate approval from your academic program. Please make an appointment in the ISO to discuss your situation further.

Student Information:

UID: _____

Name: _____ Date of Birth: ____/____/____

Email: _____ Degree/Major: _____

Reason for Update:

- Shorten Program:** To complete studies prior to the date listed on current I-20/DS-2019
- SEVIS Transfer Release:** To attend another U.S. institution (full-time) in current status
- Dependent Information:** To add, remove, or change information for a spouse or child (F-2/J-2)
- Financial Update:** To update funding information for changes in source or amount, by 30%

Student Signature: _____ Date: _____

By signing, you are requesting that the ISO take appropriate action(s) based on this information.

Shorten Program: *Please verify new completion date for students finishing degree requirements early.*

Shortened Completion Date: ____/____/____

Academic Dean's Certification:		
<i>Grad/Undergrad Dean's Signature</i>	<i>Name (print)</i>	<i>Date</i>

SEVIS Immigration Transfer Release: *Please provide details for transfer of the F-1 or J-1 record.*

- Type of Transfer: Prior to completion of UR academic program (Dean's signature required)
 After completion of degree requirements

Students who wish to continue their studies at another University or to begin a new program of study in continued F-1 or J-1 status must request an immigration transfer of their SEVIS record before beginning the new program. You are only eligible to transfer to another U.S. institution if you have maintained valid F-1 or J-1 status and you must remain registered full-time at UR until the date your SEVIS record is released to the new school. After this date, you must request a new I-20 or DS-2019 from your new school and be registered full-time there within 5 months, or within 5 months of completing your program at UR, whichever is earlier. After the release date has passed, you will not be able to pursue on-campus employment at UR and the ISO cannot access your immigration record. If you intend to transfer before you complete your academic program, you must get approval from the Graduate or Undergraduate Dean.

UR Completion Date: ____/____/____ **Requested SEVIS Release Date:** ____/____/____

New School: _____ SEVIS School Code: _____

International Advisor/DSO at New School: _____

Phone: _____ Email: _____

Academic Dean's Certification (required for pre-completion Immigration Transfers):		
<i>Grad/Undergrad Dean's Signature</i>	<i>Name (print)</i>	<i>Date</i>

Dependent Information: Please list requested action and supply supporting documents, as indicated.

- Add** Required: 1) Copy of dependent’s passport ID page, 2) Proof of dependent relationship, 3) Proof of funding, 4) Copies of any existing immigration documents (visa, I-94, etc.)
- Change** Required: Photocopied document(s) reflecting official change in dependent information
- Remove** Reason: Change of Status Returned Home Other: _____

Spouse (Expense: \$6000) Male Female

Child (Expense: \$6000) Male Female

Date of Birth: ____/____/_____

Date of Birth: ____/____/_____

Last Name: _____

Last Name: _____

First Name: _____

First Name: _____

Middle Name: _____

Middle Name: _____

Country of Citizenship: _____

Country of Citizenship: _____

Country of Residency: _____

Country of Residency: _____

Country of Birth: _____

Country of Birth: _____

City of Birth: _____

City of Birth: _____

For additional children, please provide individual information on a separate page.

Financial Information: Please report funding changes in source or amount that exceeds 30%.

- Type of Update: Estimated Expenses
 University Funding (Department Representative’s signature required)
 Non-University Funding

Estimated Expenses

Tuition & Fees: \$ _____	Dependents: \$ _____
Living: \$ _____	
Other (Books): \$ _____	Total: \$ _____

Funding Sources

University Funding (signature required):

Non-University Funding

Scholarship: \$ _____	Personal: \$ _____
Fellowship: \$ _____	Family: \$ _____
Assistantship: \$ _____	Employer: \$ _____
Other (specify): \$ _____ (_____)	Other (specify): \$ _____ (_____)
Total: \$ _____	Total: \$ _____

Departmental Certification (required for updates to University Funding):

Department Representative’s Signature	Name (print)	Date

Reminder: Reporting additional information & updates to the ISO

As an F-1 or J-1 student, you are responsible for maintaining your status and reporting any changes to your academic or personal information to the ISO. Please check our website (www.iso.rochester.edu) or contact the ISO for additional forms and required updates. Such reportable events include:

- Program Extension
- Requests for Employment Authorization
- Reduced Course Load Authorization
- Change in Major or Academic Division
- Address Change Notification
- Change of Degree Level
- Change in Name or Citizenship
- Approved Change of Status
- Lost or Stolen Immigration Documents
- Departure from UR or Early Withdrawal