



Change Education Level

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General Information

Students often begin a new program of study at the same school. The designated school official (DSO) uses the **Change Education Level** link to create a new Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, for a student who is changing education levels to start a new program of study at the same school/campus; for example, a student moving from Bachelor's to Master's.



Changing a student's education level creates a new Initial record. This is in addition to the student's current Active record. You should continue to update the Active record, as necessary, until the student has completed his/her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is registered for the new education level, you will no longer be able to update the record for the previous education level.



If you only need to correct the student's education level, because of an error on the student's Form I-20, use the Update Program Information function. See the [Update Program Information User Guide](#) for further details.

Create I-20 for Change of Education Level

To change a student's education level in SEVIS:

- Navigate to the *Student Information* page.

Student Information

Reprint I-20
Print Draft I-20

F-1 STUDENT
Griffin, Melody

SEVP School for Advanced SEVIS Studies - SEVP
School for Advanced SEVIS Studies
Start Date: **August 8, 2011** End Date: **June 30, 2015**

Status: **ACTIVE**
Status Change Date: **June 24, 2015**
SEVIS ID: **N0004708499**

Active Post-Completion OPT I-901 Fee Paid I-20 ISSUE REASON: CONTINUED ATTENDANCE

View:
Event History

Personal / Contact Edit

Request/Authorization Details
Employment Information
Actions:
Authorize To Drop Below Full Course
Cap-Gap Extension
Change Education Level
Complete Program
Disciplinary Action
Shorten Program
Terminate Student
Transfer Out
Employment/Training:
CPT Employment Authorization
Off-Campus Employment
OPT Request

Gender: **FEMALE**
Date of Birth: **August 20, 1980** Age: **35**
Country of Birth: **BAHAMAS, THE**
Country of Citizenship: **BAHAMAS, THE**
Telephone: **Student does not have a telephone number.**
Email Address: **mgmail@gmail.com**

U.S. Address: **2450 Crystal Drive, Arlington, VA 22202**
Address Status: **Not Validated**
Foreign Address: **15 Main Street, Nassau, BAHAMAS, THE**

Overall Remarks
Student beginning Masters program based upon her Bachelors degree.

Program Edit

Education Level: **BACHELOR'S**
Major 1 and Name: **14.1901 - Mechanical Engineering**
Major 2 and Name: **00.0000 - None**
Minor and Name: **00.0000 - None**
Program Start Date: **August 8, 2011**
Program End Date:

Registration Registration

Initial Session Start Date: **August 15, 2011**
Current Session End Date:
Next Session Start Date: **July 25, 2015**
Length of Next Break/Vacation: **30**
Last Session:
Study/Research Abroad:
Thesis/Dissertation:

- Click the **Change Education Level** link. The *Create I-20 for Change Education Level* page opens with two sections for changing:
 - Program
 - Financial



Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

<p>F-1 Student Griffin, Melody</p>	<p>SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/08/2011 End Date: 06/30/2015</p>	<p>Status: ACTIVE SEVIS ID: N0004708499</p>
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GENDER: FEMALE	DOB: 08/20/1980	EMAIL: mgmail@gmail.com
PREFERRED NAME: Melody Griffin	U.S. ADDRESS: 2450 Crystal Drive Arlington, VA 22202	
PASSPORT NAME:		
COUNTRY OF BIRTH: BAHAMAS, THE		
CITIZENSHIP: BAHAMAS, THE		

Program

Education Level: *

Major Code 1 * Major Code 2 * Minor Code *

<input type="text" value="Enter Code"/> <input type="button" value="Select"/>	<input type="text" value="Enter Code"/> <input type="button" value="Select"/>	<input type="text" value="Enter Code"/> <input type="button" value="Select"/>
<input type="checkbox"/> No Major 2		<input type="checkbox"/> No Minor

New Program Start Date: * The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

/ /

New Program End Date: *

/ /

Initial Session Start Date * Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

/ /

English Proficiency: *

Is English Proficiency required by the school?
 Yes No

Financial

Estimated costs and funding for * months Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

<p>Expenses</p> <p>Tuition and Fees: * \$ <input type="text"/></p> <p>Living Expenses: * \$ <input type="text"/></p> <p>Expenses for dependents: \$ <input type="text"/></p> <p>Other costs: \$ <input type="text"/></p> <p>Specify other costs: <input type="text"/></p> <p>Total expenses: \$ 0.00</p>	<p>Funding</p> <p>Student's personal funds: * \$ <input type="text"/></p> <p>Funds from this school: \$ <input type="text"/></p> <p>School fund type: <input type="text"/></p> <p>Funds from other sources: \$ <input type="text"/></p> <p>Other source type: <input type="text"/></p> <p>On-Campus employment: \$ <input type="text"/></p> <p>Total funding: \$ 0.00</p>
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Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000



Program

The *Program* section contains fields for requesting the student’s change of education level. Complete the fields in the *Program* section. An Asterisk (*) indicates a required field.

Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

F-1 Student Griffin, Melody	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/08/2011 End Date: 06/30/2015	Status: ACTIVE SEVIS ID: N0004708499
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Program

Education Level: *

Major Code 1 * **Major Code 2 *** **Minor Code ***

Enter Code	Enter Code	Enter Code
Select	Select	Select

No Major 2 No Minor

New Program Start Date: * The Program Start Date is the date the student will report to school. This may or may not be the same as the start of classes. The Program End Date is the date the student is expected to finish the program of study.

MM / DD / YYYY

New Program End Date: *

MM / DD / YYYY

Initial Session Start Date * Initial Session Start Date: Enter the date classes begin for the student. This may be the same as the Program Start Date.

MM / DD / YYYY

English Proficiency: *

Is English Proficiency required by the school?

Yes No

Financial

Estimated costs and funding for * months

Enter the estimated expenses and sources of funding for an academic year or the length of the program. It should not exceed the estimated expenses.

Education Level*

Select the level of education pursued by the student from the drop-down list. The options include:

- **Primary**
 - If you select **Primary**, SEVIS will automatically enter the classification of instructional program (CIP) code for “Primary School” (90.0101) into the **Major Code 1** field.



- The Primary School CIP code cannot be edited.
- **Secondary**
 - If you select **Secondary**, there are ten acceptable CIP codes:
 - (1) Click **Select** under the **Major Code 1** field to display the acceptable CIP codes.
 - (2) Select the **CIP code number** link for the desired code.
- **Associate**
- **Bachelor’s**
- **Master’s**
- **Doctorate**
- **Language Training**
 - If you select **Language Training**, SEVIS will automatically enter the “Second Language Learning” CIP code (32.0109) into the **Major Code 1** field.
 - The Second Language Learning CIP code cannot be edited.
- **Other**
 - If you select **Other**, an **If Other, enter here** [*] field will appear:
 - Describe the education level here.
 - This is a required field.

The CIP (Classification of Instructional Programs) Picker

Acceptable CIP Codes Search:

CIP Code	CIP Description	Group	Group Description
14.0101	Engineering, General	14.	ENGINEERING
14.0102	Pre-Engineering	14.	ENGINEERING
14.0201	Aerospace, Aeronautical and Astronautical/Space Engineering	14.	ENGINEERING
14.0301	Agricultural Engineering	14.	ENGINEERING
14.0401	Architectural Engineering	14.	ENGINEERING
14.0501	Bioengineering and Biomedical Engineering	14.	ENGINEERING
14.0601	Ceramic Sciences and Engineering	14.	ENGINEERING
14.0701	Chemical Engineering	14.	ENGINEERING
14.0702	Chemical and Biomolecular Engineering	14.	ENGINEERING
14.0799	Chemical Engineering, Other	14.	ENGINEERING

Showing 1 to 10 of 123 entries (filtered from 1,722 total entries) First Previous **1** 2 3 4 5 ... 13 Next Last

[Cancel](#)



Major Code 1*

- Enter the CIP code of the student's primary major, or click **Select** to open the *Acceptable CIP Codes* window. Search for the CIP code by either:
 - Entering search terms to find the appropriate CIP code; for example, Communications, Business, Engineering, etc.
 - Entering the CIP code family number, for example, "14." for the Engineering programs.
- Select the CIP code by clicking the code number. The *Acceptable CIP Codes* window closes.
- After selecting a code, SEVIS enters the CIP code in the Major Code 1 field.
- This is a required field.

Note: You must select an Education Level before you can enter the Major Code.

Major Code 2*

Some students have a secondary major, usually in a related field. Use this field for the secondary major CIP code.

- Enter the CIP code of the student's primary major, or click **Select** to open the *Acceptable CIP Codes* window. Search for the CIP code by either:
 - Entering search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
 - Entering the CIP code family number, for example, "14." for the Engineering programs.
- Select the code by clicking the code number. The *Acceptable CIP Codes* window closes.
- After selecting a code, SEVIS will enter the CIP code in the Major Code 2 field.
- If the student does not have a second major, click the **No Major 2** checkbox.
- This is a required field.

Minor Code*

- Enter the CIP code of the student's minor, or use the search tool by clicking **Select**. The *Acceptable CIP Codes* window opens. Search for the CIP code by either:
 - Entering search terms to find the appropriate CIP code, for example, Communications, Business, Engineering, etc.
 - Entering the CIP code family number, for example, "14." for the Engineering programs.
- After selecting a code, SEVIS will enter the CIP code in the Minor Code field.



- If the student does not have a minor, click the **No Minor** checkbox.
- This is a required field.

New Program Start Date*

- Enter the date on which the student will begin his or her program.
- This may be the date of any required orientations or other activities before the start of classes.
- This is a required field.

Note: Entering an invalid date will result in the following message: *Program Start Date must be on or after today and no more than a year from today.*

Note: Schools can choose to enter the New Program Start Date and the Initial Session Start Date as the same date. If the dates differ, the Program Start Date cannot be more than 30 days before the Initial Session Start Date.

New Program End Date*

- Enter the expected date of completion of the academic or vocational program.
- Do not consider grace periods or any future employment authorizations.
- This is a required field.

Initial Session Start Date*

- Enter the date that the student will begin classes.
- This date cannot be more than 30 days from the Program Start Date.
- This is a required field.

Note: Registration alerts are tied to this date.

English Proficiency*

In the *English Proficiency* section, answer the question “**Is English proficiency required by the school?**” Click either the **Yes** or **No** radio button:

- **Yes** – Requires a further **Yes** or **No** confirmation that the student has the required English skills.



Initial Session Start Date * Enter the date classes begin for the student.

MM / DD / YYYY

English Proficiency: *

Is English Proficiency required by the school? Does the student have the required English Proficiency?

Yes No Yes No

- **No** – Requires an explanation on why the school does not require the student to be proficient in English.

Initial Session Start Date * Enter the date classes begin for the student.

MM / DD / YYYY

English Proficiency: *

Is English Proficiency required by the school? **Explain why the school does not require English Proficiency**

Yes No

Characters Remaining: 1000

Financial

F-1 or M-1 students must prove they have the financial resources to live and study in the United States. Enter the student's expenses and funding for the length of the program in the Expenses and Funding sections under the *Financial* section of the page.



Create I-20 for Change Education Level

SEVP School for Advanced SEVIS Studies
Required fields are marked with an asterisk (*)

F-1 Student Griffin, Melody	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/08/2011 End Date: 06/30/2015	Status: ACTIVE SEVIS ID: N0004708499
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Program

Education Level: *

English Proficiency: *
Is English Proficiency required by the school?
 Yes No

Financial

Estimated costs and funding for * **months** Enter the estimated expenses and sources of funding for an academic year or the length of the program, whichever is shorter. Funding must meet or exceed the estimated expenses.

Expenses	Funding
Tuition and Fees: * \$ <input type="text"/>	Student's personal funds: * \$ <input type="text"/>
Living Expenses: * \$ <input type="text"/>	Funds from this school: \$ <input type="text"/>
Expenses for dependents: \$ <input type="text"/>	School fund type: <input type="text"/>
Other costs: \$ <input type="text"/>	Funds from other sources: \$ <input type="text"/>
Specify other costs: <input type="text"/>	Other source type: <input type="text"/>
Total expenses: \$ 0.00	On-Campus employment: \$ <input type="text"/>
	Total funding: \$ 0.00

Remarks about the Student (Prints on page 1 of the Form I-20 in the "Remarks" section.)

Characters Remaining: 1000

Note: All dollar amounts must be entered in the Expenses and Funding sections without commas and periods, and should be rounded to the nearest dollar. For example, \$25,057.89 should be entered as 25058.

Estimate costs and funding for * ___ months

Enter the number of months for either the academic year or the length of the program, whichever is shorter:



- Use the drop-down list in the **Estimated costs and funding for*__ months** field to select the number of months for estimating expenses and sources of funding.
- This is a required field.

Expenses

Enter the student's expenses for one academic term:

- **Tuition and Fees***
 - Enter the amount for the student's tuition and fees.
 - This is a required field.
- **Living Expenses***
 - Enter the amount for the student's living expenses.
 - This is a required field.
- **Expenses for Dependents**
 - Enter the amount of expenses for any dependents.
 - The number of dependents currently associated with the student displays by the field name.
 - This is a required field.
- **Other Costs** – Enter any other costs for the months of estimated expenses.
- **Specify Other Costs** – Enter the reason for any other costs.
- **Total Expenses** – SEVIS calculates the costs and displays the total expenses at the bottom of the *Expenses* section.

Funding

Enter the student's funding for the number of months specified:

- **Student's Personal Funds***
 - Enter the amount of the student's personal funds.
 - This is a required field.
- **Funds from this School** – Enter the amount of any funding offered by your school.
- **School Fund Type** – Enter the type of school fund offered by your school, for example, an academic scholarship.
- **Funds from Other Sources** – Enter the amount of any funding from any other sources.
- **Other Source Type** – Enter the type of funding from any other sources, for example, a private grant.



- **On-Campus Employment** – Enter the amount of the student’s on-campus employment.
- **Total Funding** – SEVIS calculates and displays the student’s total funds at the bottom of the *Funding* section.



The student’s total funds must meet or exceed the expenses, before the DSO may issue the student’s Initial Certificate of Eligibility (Form I-20).

Remarks about the Student

Enter any applicable comments about the student in the **Remarks about the Student** field:

- This field has a 1,000-character limit with a Characters Remaining counter.
- Comments entered in any **Remarks** field throughout the Form I-20 will append to any existing remarks and print on page 1 of the Form I-20.

Submit Change of Education Level

After entering any necessary information, submit the request to SEVIS:

1. After completing the fields, click either the **Submit** or **Cancel** button:
 - **Submit** – Creates a new Form I-20 for the new education level. The student will now have two records: one Initial and one Active, under the same SEVIS ID.
 - **Cancel** – Cancels the action without making any changes and return to the *Student Information* page.
2. If **Submit** was selected, the *Create Successful* page displays with two options, **View Record** or **Print I-20**.

Create Successful

You have successfully created an Initial record for this student's new education level. You should continue to update the Active record, as necessary, until the student has completed his or her current education level. When the student has enrolled at the new education level, you must register the student using the Initial record. Once the student is registered for the new education level, you will no longer be able to update the record for the previous education level.

[View Record](#) [Print I-20](#)

- **View Record** – Returns the user to the *Student Information* page.



- **Print I-20** – Generates the PDF of the Form I-20 that can be printed.



You cannot edit the Initial record of a student who is requesting a change of education level from their original Active record. Any changes would be made through the new Initial record.

Cancel Change of Education Level

You cannot cancel the Initial record of a student who is requesting a change of education level. You must cancel the change of education level request through the Active record. Perform the following steps to cancel a student's change of education level request:

1. Perform a search to locate the appropriate student's Active record. (See the SEVIS Help Hub for information on [F/M Nonimmigrant Searches](#).)
2. Click the appropriate link in the **Surname/Primary Name** column to access the student's Active record. The *Student Information* page opens.

[<< Return to Active Status Students](#)

Student Information

Reprint I-20 **Print Draft I-20**

F-1 STUDENT **Griffin, Melody** **SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies** Status: **ACTIVE**
 Start Date: **August 8, 2011** End Date: **June 30, 2015** Status Change Date: **June 24, 2015** SEVIS ID: **N0004708499**

View: [Active Post-Completion OPT](#) [I-901 Fee Paid](#) I-20 ISSUE REASON: CONTINUED ATTENDANCE

[Event History](#)

Request/Authorization Details **Personal / Contact** [Edit](#)

Employment Information

Actions:
[Authorize To Drop Below Full Course](#)
[Cap-Gap Extension](#)
[Cancel Change Education Level](#) (highlighted)
[Complete Program](#)
[Disciplinary Action](#)
[Shorten Program](#)
[Terminate Student](#)

U.S. Address
 2450 Crystal Drive, Arlington, VA 22202
 Address Status: **Not Validated**
Foreign Address
 15 Main Street
 Nassau, BAHAMAS, THE

Telephone
 Student does not have a telephone number.

Email Address
 mgmail@gmail.com

Overall Remarks
 Student beginning Masters program based upon her Bachelors degree.

Program [Edit](#) **Registration** [Registration](#)

Education Level
 BACHELOR'S

Major 1 and Name
 14.1901 - Mechanical Engineering

Major 2 and Name
 00.0000 - None

Minor and Name
 00.0000 - None

Program Start Date
 August 8, 2011

Program End Date
 June 30, 2015

Initial Session Start Date
 August 15, 2011

Current Session End Date
 June 24, 2015

Next Session Start Date
 July 25, 2015

Length of Next Break/Vacation
 30

Last Session
 Study/Research Abroad
 Thesis/Dissertation

Proficiency **Fee Payment**

3. Click the **Cancel Change Education Level** link in the Actions menu. The *Cancel Change Education Level* page opens.



SEVP School for Advanced SEVIS Studies
Cancel Change Education Level

Required fields are marked with an asterisk (*).

F-1 Student Griffin, Melody	SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Start Date: 08/08/2011 End Date: 06/30/2015	Status: ACTIVE SEVIS ID: N0004708499
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GENDER	FEMALE	EMAIL	mgmail@gmail.com
DOB	08/20/1980	U.S. ADDRESS	2450 Crystal Drive Arlington , VA 22202
PREFERRED NAME	Melody Griffin		
PASSPORT NAME			
COUNTRY OF BIRTH	BAHAMAS, THE		
CITIZENSHIP	BAHAMAS, THE		

1. Remarks:

4. Enter any applicable comments in the **Remarks** field.
5. Click either the **Cancel Change Education Level**, **Reset Values**, or **Cancel** button:
 - **Cancel Change Education Level** – Cancels the student’s change of education level request. An *Update Successful* page opens with two options, **Return to View Record** or **Print I-20**:



- **Return to View Record** – Returns to the *Student Information* page. The student’s Initial record (for the new education level) is now in Deactivated status.
- **Print I-20**– Generates the PDF of the Form I-20 that can be printed.
- **Reset Values** – Clears any entries made in the **Remarks** field.
- **Cancel** – Returns to the *Student Information* page without taking any action on the student’s record.



Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
June 30, 2016	Initial Release