



**Office of International Education
Immigration Services
1324 S. Lumpkin Street, Athens, GA 30602-5407
immigration@uga.edu
(706) 542-2900 fax: (706) 583-0123**

Change of Education Level Information

After receiving admission to a new degree program, the admission office (either Undergraduate Admissions or The Graduate School) will notify the Office of International Education (OIE) of the change needing to be made in your current SEVIS record. A Form I-20 will be issued for your new degree program. You will be notified by OIE when this is ready for you to pick up in the office. Because of this change, you may be required to submit additional information on your part to maintain your immigration status. Because you are remaining at The University of Georgia at a new degree level you are not required to pay the new SEVIS fee before applying for the visa and returning to the U.S.

If you need a new F-1 visa, you should present this form, along with the following required documents, to the U.S. Consulate in your home country:

- proof of financial support
- evidence of non-immigrant intent
- the visa application forms DS-160, available at the U.S. consulate or online here: http://travel.state.gov/visa/frvi_forms.html
- two photographs
- visa processing fee receipt (separate from the SEVIS fee receipt)
- valid passport

Please be advised that you may be subject to an additional security check that might delay the visa application process by a month or more.

You will also need to present the I-20 form to the Immigration official at the port of entry when you arrive in the U.S. Your passport should be valid six months longer than you expect to be in the U.S. and should be renewed in a timely manner. If entering the U.S. by land from Canada or Mexico, there is a \$7.00 (U.S.) fee for the I-94 card that will be issued at the U.S. border and stamped by an Immigration inspector. For more information please access the following website for a list of U.S. Consulates and a description of the F-1 visa application procedures at each: http://www.travel.state.gov/visa/embassy/embassy_4825.html.

As you are changing degree level, you are allowed to enter the U.S. more than 30 days in advance of your academic program start date, as listed on your I-20 form, but you must not

attempt to enter after that start date. When you enter the United States, an immigration officer will return the Form I-20 to you, after stamping the upper right corner of that form, and stapling Form I-94 to it or to your passport. **Retain the form**; it is the record of your stay in the U.S. as an international student. You will need it for re-entries to the U.S., for practical training authorizations, or for transfers to another school. If the officer does not return the form to you, let us know and we will issue you a replacement I-20 when you arrive on campus.

To maintain your student status, you must enter the U.S. using the I-20 form issued by the institution where you intend to enroll by the start date listed on the form. You must be enrolled as a full-time student (except for vacation periods) and not accept unauthorized employment off campus. F-1 students are allowed to work **on campus** up to 20 hours per week and full-time during vacation periods. Note that off-campus employment is authorized either by the United States Citizenship and Immigration Services (USCIS) or Immigration Services on campus through application procedures, and only in very limited circumstances. Please see your international advisor before accepting any employment or volunteer positions. You must also notify our office within 10 days of any change in your address, or your academic program, while in the U.S.

Be advised that you will also have to apply for a U.S. social security number unless you already have one. A representative of the Social Security office is on campus only one day each fall – otherwise the application must be done *in person* at a Social Security office. Once you receive the number, you must give your number to Susan Caldwell, susanc@uga.edu, at the Payroll Office, as we are required to keep them on file. Further information and applications are available in this office, including information on applying for a state driver's license.

We urge you to read all emails from the International Student Immigration Listserv. The bulletins are an excellent way to ensure you will be notified of any pertinent changes to U.S. immigration regulations, and also of any programming or upcoming events sponsored by our office.

U.S. Citizenship and Immigration Services (C.I.S.) requires students and their dependents to check in with Immigration Services and have their immigration documents copied. All internationals coming to UGA are required to attend a check-in/orientation session with the international office within 30 days of their program start date. Failure to check-in may result in a hold being placed on your registration for subsequent terms and a loss of your legal student status.

If you have any questions, please contact the Office of International Education. You may set up an appointment with an International Student Advisor to discuss your case further. Please call the front desk (706) 542-2900, or email immigration@uga.edu to set up an appointment. We look forward to working with you on your case.