



Change of Educational Level/Major

Changing your educational level means you finished a “certificate of achievement” major or all ESLX classes. You have 60 days from the last day of your classes to apply for your new major. Email or meet with a Counselor, Advisor, Enrollment Navigator, or the ISS Coordinator to verify your completion in Section II after your grades are posted. Complete and email 1) this form, 2) a Financial Affidavit and 3) a bank statement in English dated within 6 months in U.S. dollars as individual PDFs to iss@mccneb.edu. Your SEVIS record must be updated by the first day of your next classes. You do **not** need an appointment with ISS.

Changing your major means changing from a certificate to another certificate OR changing from an associate degree to another associate degree without finishing the coursework for the program you were just in. You do not need to meet with a staff member complete Section II. Email as this form as a PDF to iss@mccneb.edu.

NOTES: You may change majors the day after the last day of the quarter until the day before SEVIS registration. It is your responsibility to keep ISS aware of your education goals and have an accurate I-20.

SECTION I -- TO BE COMPLETED BY THE STUDENT

Last Name: _____ First Name: _____
 MCC Student #: _____ Phone #: _____
 Address: _____ City: _____ State: _____ Zip: _____

- 1) What is the program that you are in now or just finished? _____
- 2) What is the name of the new program you want to study? _____
- 3) Which quarter and year do you want to start the new program? _____
- 4) Have you renewed your passport or visa recently and have not yet informed ISS? Yes or No _____
 If yes, please provide a PDF of your new passport or visa.
- 5) If you are changing your **educational level** and if you will have a gap of one quarter between the last major and the new major, you may choose to have MCC health insurance. The premium must be paid in advance. **The deadline to provide a decision about insurance is day the before the first day of the next quarter. Do you want insurance if you have a gap/break between quarters?**
 Yes or No _____ (leave blank if not applicable or your are only changing your major)

Signature: _____ Date: _____

SECTION II – ONLY FOR CHANGING AN EDUCATIONAL LEVEL - TO BE COMPLETED BY THE ISS COORDINATOR, A COUNSELOR, AN ADVISOR, OR A NAVIGATOR

(Complete this section after grades are posted.)

Staff's Name: _____

Phone #: _____ MCC E-mail: _____

___ I am confirming that the above-named student passed all ESL coursework. (Check STRK or XCAN for skip test info)

OR

___ I am confirming that the above-named student passed all certificate of achievement coursework.

Signature: _____ Date: _____



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SECTION III – TO BE COMPLETED BY THE ISS P/D SO Staff

Approved Denied (For example, the SEVIS record is already Terminated or Completed or the student did not provide the Financial Affidavit or bank statement/letter.)

P/D SO Initials & Date: _____ Comments: _____

Change of Educational Level

Change of Major

<p><input type="checkbox"/> Update RGPE & SACP w/ correct dates for the former & new majors</p> <p><input type="checkbox"/> Update TRVD, if a new passport or visa were provided</p> <p><input type="checkbox"/> Update NIIS major, form purpose, and start/end dates. To delete a former major in NIIS, hold Ctrl+Alt+d.</p> <p><input type="checkbox"/> Notes in STRK</p> <p><input type="checkbox"/> Email Cheryl G and Neena N that the student may need a new navigator/advisor assigned in STAD. Keep Naomi as INTL advisor. Incl stu acad prog and stu number.</p> <p><input type="checkbox"/> Update address, email, or other personal info in SEVIS</p> <p><input type="checkbox"/> Confirm that the new major is on the list of approved CIP codes</p> <p><input type="checkbox"/> Shorten the Program End Date in SEVIS to the last day of the quarter that the student either just finished ESL, the certificate of achievement, or associate's degree.</p> <p><input type="checkbox"/> Use the Change of Educational Level function to enter the CIP for the new major in the Major field. If the student is changing from ESL to a certificate, use Other and type in "Certificate of Achievement" for the Education Level information.</p> <p><input type="checkbox"/> If the student is registered full time for the <u>next</u> quarter, go back to "Main" and search for the student. The student should now have at least two SEVIS records. One will be Active for the previous major, and one will be Initial for the new major. Click on the Initial one. Register the student in SEVIS. This will activate the new major and deactivate the previous major.</p> <p><input type="checkbox"/> If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if SEVIS populates the CIP as Business Management and the student is in accounting, then put a remark that the student will focus in accounting. If the CIP code populates to something very different, stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive.</p> <p><input type="checkbox"/> Sign and email the I-20 to the student. The student needs to sign, date, and email it back to ISS.</p> <p><input type="checkbox"/> Request Transcript Re-evaluation, if needed</p> <p><input type="checkbox"/> Open the "RCL Vacation and Graduating F-1 Student" spreadsheet.</p> <p><input type="checkbox"/> If the student completed ESL, update the tab titled YY.QQ Finishing ESL, such as 22.FA Finishing ESL.</p> <p><input type="checkbox"/> If the student completed a certificate of achievement or an associate's degree, update the tab for the quarter that the student will be finishing the major, such as 22.FA Grad. Enter the student's name, phone #, and ID #.</p> <p><input type="checkbox"/> Upload in Etrieve</p>	<p><input type="checkbox"/> Update RGPE & SACP w/ correct dates for the former & new majors</p> <p><input type="checkbox"/> Update TRVD, if a new passport or visa were provided</p> <p><input type="checkbox"/> Update NIIS major, form purpose, and start/end dates. To delete a former major in NIIS, hold Ctrl+Alt+d.</p> <p><input type="checkbox"/> Notes in STRK</p> <p><input type="checkbox"/> Email Cheryl G and Neena N that the student may need a new navigator/advisor assigned in STAD. Keep Naomi as INTL advisor. Incl stu acad prog and stu number.</p> <p><input type="checkbox"/> Update address, email, or other personal info in SEVIS</p> <p><input type="checkbox"/> Confirm that the new major is on the list of approved CIP codes</p> <p><input type="checkbox"/> Use the Program Information function to enter the new major. If the student is changing from one certificate to another certificate, make sure it says Other and type "Certificate of Achievement" for the Educational Level information.</p> <p><input type="checkbox"/> If the CIP code populates information slightly differently in SEVIS than on the blue and yellow CIP code pages, please enter remarks in SEVIS. An example is if a student is in Accounting and Business Management populates in SEVIS. Put a remark that the student will focus in accounting. If the CIP code populates to something very different. Stop, and ask. An example would be if it shows up in SEVIS as Early Childhood Education but the student wants to study Automotive.</p> <p><input type="checkbox"/> Sign and email the I-20 to the student. The student needs to sign, date, and email it back to ISS</p> <p><input type="checkbox"/> Request Transcript Re-evaluation, if needed</p> <p><input type="checkbox"/> Upload in Etrieve</p>
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