

## PURPOSE OF THIS FORM

F-1 students must use this form to request a change to their [I-20](#). The reason for the change must be identified, and all required items must be included with this request, prior to submitting to [ISS](#) for processing.

Some I-20 changes require a separate process, if you are requesting any of the following, please use the correct form (use hyperlinks listed below, or go to [ISS Forms and Resources](#) for all a full list of F-1 student forms):

- [CPT Request](#)
- [Program Extension Request](#)
- [SEVIS Termination](#)
- [Departure Request](#)
- [Recertification of Finances](#)
- [SEVIS Transfer Out](#)
- [Dependent Request](#)
- [Reduced Course Load \(RCL\)](#)
- [Special Student Relief \(SSR\)](#)
- [OPT Request](#)
- [Reinstatement of Status](#)
- [Travel Signature](#)

## STEP 1: STUDENT INFORMATION

Student First/Last Name: \_\_\_\_\_

SEVIS#: \_\_\_\_\_ Florida Poly#: \_\_\_\_\_

U.S. Street Address/City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

## STEP 2: CHANGE REQUEST TYPE

Check Applicable Box	CHANGE REQUESTED	ADDITIONAL REQUIREMENTS (These items must be completed and submitted with the I-20 Change Request)
	<b>Change of Major</b>	<a href="#">Program of Study Change Request</a> must be processed with Registrar's Office prior to requesting change to I-20
	<b>Change of Education Level</b>	Submit Florida Poly Admissions Letter to verify new degree level <b>and</b> : <ul style="list-style-type: none"> <li>• Recertification of Finances form</li> <li>• Color copy of F-1 Visa</li> <li>• Color copy of Passport ID page with valid expiration date</li> </ul> Copy of <a href="#">I-94</a> printout
	<b>Economic Hardship Employment Request</b>	Review the <a href="#">Severe Economic Hardship Guide</a> and submit signed letter explaining the unforeseen circumstance that caused your hardship (at no fault of your own)
	<b>International Organization (IO) Internship</b>	Review the <a href="#">IO Internship Request Guide</a> and submit signed internship offer letter that includes all required information
	<b>Returning from Absence of 5 months or less</b>	<ul style="list-style-type: none"> <li>• Contact Admissions to verify if you are required to reapply for admission based on reason for absence and your last term of attendance</li> <li>• Submit Initial I-20 Request (must complete same process as new F-1)</li> </ul>

## STUDENT CERTIFICATION

My signature certifies the validity of all information entered on this form and that I am responsible for completing any additional process steps, to include submitted additional completed forms. I understand that the submission of this form does not constitute approval, and if ISS requests additional documentation, I will submit them promptly and notify them of any additional changes within 10 days of the change.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_