



Change of Level (COL) Application

This form should be used if you are a J-1/F-1 student moving up from one education level to another. For example, if you are a bachelors student and will be moving to a masters level at UNCP. If you will be moving from a master's level to a bachelor's level you must first speak with OGE for advising, especially if you are a J-1. Submit the complete COL application to OGE within 30 days prior to the start of the semester you will begin your new education level. Be prepared to provide updated funding to cover one (1) academic year, if you are an F-1 student, and the entire length of the program if you are a J-1 student. Funding documentation is **ONLY** needed if an extension of your program is needed. Additionally, you will need the support of your academic advisor and the grad school to include in the complete application. **ALSO**, provide an updated Financial Certification.

STUDENT SECTION: *Please complete this section of the form if you are the student.*

LAST Name: _____ First Name: _____

Banner ID: _____ SEVIS ID: _____

Current Major: _____ Current Education Level: _____

The purpose of this form is to: _____ Change my degree level to a higher education level

New Major: _____ New Education Level: _____

Financial Information – you will be required to show proof of funding for a new education level, if an extension of your immigration document is needed. Please see the Financial Certification attached to this application for required funding information and options for demonstrating required funds.

Application Materials –

- 1) Funding documentation – only if an extension is needed.
- 2) Departmental support, see below. If you are moving to a higher education level, the admission letter of your new education level.
- 3) J-1 students only – proof of insurance to cover the period of the new education level.

_____ (Check) I certify that I have maintained full-time enrollment each required semester, my information in Banner is accurate, address, and am attaching the necessary funding to cover the period of my COL

Signature

Date

Copies – You should keep your original document. OGE will keep a copy of your signed immigration document generated with this request. The OGE copy should be kept with the request application.

ACADEMIC ADVISOR SECTION: *Please complete as the assigned Academic Advisor for this student.*

Name: _____

Phone: _____ Email: _____

Please indicate the semester/year the student's new education level will take effect: _____

Please indicate the student's date of completion of the current program of study: _____

Please indicate the student's NEW anticipated semester of completion: _____

Has the student maintained continuous full-time enrollment & made satisfactory academic progress?

Yes _____ No _____ Current GPA: _____

Comments:

Signature

Date

Keep in mind that the student will need to also provide an updated Financial Certification.