



Change of Major (COM) Application

This form should be used if changing majors from one major to another or if you are adding a major. Submit the complete COM application to OGE within 30 days prior to the start of the semester you will begin your new major. Be prepared to provide updated proof of funding to cover one (1) academic year if you are an F-1 student. If you are a J-1 student who has requested a program extension, you will need to show proof of funding for the entire length of the program. 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:

_____ Change my major

_____ Add a Co-Major (undergrad student)

_____ Add a major en-route (if you are a current grad student and will add a second major)

New Major: _____ New Co-Major (if applicable): _____

Financial Information – you will be required to show proof of funding for a new major, ONLY 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 – a letter from your new major advisor if you are changing major and/or adding a new major.
3) J-1 students only – proof of insurance to cover the period of the new major.

I certify that I have maintained full-time enrollment each semester, my information in Banner is accurate, and that I am attaching the necessary proof of funding to cover the period of my COM

Signature

Date

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 major will take effect: _____

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

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

Has 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.