The U.S. Citizenship and Immigration Services (USCIS) requires that F-1 students complete a “change of educational level/program procedure” when beginning a new program of study. This procedure must be completed within the first 15 days of starting school at TCNJ in order to maintain your F-1 status.

**How to Complete Your Change of Education Level/Program Procedure**

1. **Complete an Application for a Form I-20** and submit it with the required evidence of financial support to the Center for Global Engagement.

2. **If you tell us that you plan to travel outside the U.S. before school begins on your “Application for a Form I-20,”** we will get your Form I-20 to you as you requested so that you can use it to reenter the United States.

*Travel Instructions*

- **A VALID PASSPORT.** (Unless you are exempt from passport requirements.)
- **A VALID F-1 VISA (unless you are exempt).** You do not need a valid F-1 visa to return if you are traveling to Canada, Mexico, or to islands in the Caribbean for less than 30 days and are not from there. Instead of a valid visa, you must have an I-94 departure record that shows you are F-1 for “duration of status” or D/S.
- **If you need to renew your F-1 visa to return,** you can only get it at home! If you need more information about how to renew your visa, let us know and we can send you instructions.
- **If you have a valid visa but it has another school’s name on it...it doesn't matter!** The school name on your visa doesn’t change until you need to renew it.
- **Your New TCNJ I-20**
- **EVIDENCE OF YOUR FINANCIAL SUPPORT.** Carry copies of the financial documents you submitted for getting your Form I-20.
- **USCIS MUST STAMP AND SEPARATE YOUR SJUI-20 TO COMPLETE YOUR CHANGE OF EDUCATIONAL LEVEL/PROGRAM.** If they don’t, bring your I-20 to our office and we will take care of it for you.

**SAFEKEEP ALL YOUR OLD FORMS I-20! DO NOT DESTROY THEM.**
**THEY ARE YOUR RECORD OF YOUR F-1 HISTORY IN THE U.S.**