**Change to Academic Program: Frequently Asked Questions**

**Students in F-1 Status**

**Why do I need to submit this request?**
- When you change your academic program without first completing the current academic program or when you add a second major or a minor to the academic program.

**When do I submit this request?**
- No later than 30 days after making the change

**What must I submit for this request?**
- *Change to Academic Program: Student Request* e-form
- *Verification of Academic Status* e-form
- Documentation of admission/acceptance to new program, major, or minor (*one of the following*):
  - Admission letter
  - Copy of one of the following Graduate College forms:
    - Masters Student on Ph.D. Track in Same Department
    - Request to Transfer from one Major/Program/Department to Another
  - Proof of financial support for next two semesters

**What do I need to know about the financial documentation?**
- Financial documents more than 3 months old will not be accepted
- Please refer to the Estimated Expenses information found on the ISSO web site (www.isso.iastate.edu):
  - Resources » Expense Worksheet

**How do I submit this request?**
- This is an electronic process completed by logging in to Cystart using your ISU NetID and password.

**What is the timeline for processing this request?**
- 10 working days after there is a check mark in all boxes on the Cystart *Change to Academic Program* page.

**How will I know if this request has been approved?**
- ISSO will send an e-mail to your ISU e-mail address when processing is complete.
  - If you do not receive this e-mail within 10 working days as noted above, please send an e-mail to isso@iastate.edu to check on your request.