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.