Change of Level (Matriculation): Frequently Asked Questions
Students in J-1 Status

When do I need to request a change of level at ISU?
- When you complete one degree program and will begin a new degree program.

When do I not need to request a change of level at ISU?
- While these changes are considered changes of level for immigration purposes when the previous degree was completed, they processed differently. In these cases, Admissions issues an admission letter and notifies ISSO you are changing degree programs.

What if I want to move down for my change of level?
- J-1 students may not change to a lower educational level

Why don’t I see nondegree listed as a level in the charts above?
- Because nondegree J-1 students are not eligible for a change of level

When do I submit the request for a change of level?
- As early as four months prior to the end date on current DS-2019
- At least ten calendar days prior to the end date on current DS-2019

What must I submit to request a change of level?
- *Change of Level: J-1 Student Request* form
- *Change of Level: Academic/Faculty Recommendation* form
- Documentation of admission to new degree program
  - Copy of 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*
  - Financial documentation

What do I need to know about the financial documentation?
- Please refer to the Expense Worksheets at: [http://www.isso.iastate.edu/Current_Students/forms.html](http://www.isso.iastate.edu/Current_Students/forms.html)
Do I need to meet an ISSO advisor?
- No.

Where do I submit my request for a change of level?
- Drop off the completed form at the front desk, ISSO, 3248 Memorial Union
- If you are away from campus, you may fax the completed form to 515-294-8263 or scan and e-mail it to intlserv@iastate.edu

What is the timeline for processing a change of level request?
- 10 calendar days

How will I know if my request for a change of level 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 calendar days after submitting your request, please send an e-mail to intlserv@iastate.edu to check on your request.

What are the immediate consequences if I fail to request a change of level within the time period noted above?
- You will be considered in violation of your J-1 nonimmigrant status
- You will not be allowed to continue working on campus
- If you have authorization to work off campus, it will be automatically terminated
- You lose your eligibility for all other benefits of your J-1 nonimmigrant status