



## OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies  
University of Pittsburgh

### Change of Degree Level (F-1 Students)

If you begin a new degree program at a higher degree level next semester, you will need to notify the Office of International Services once you are admitted to that program. Students usually change to a higher degree level (e.g., Bachelor's degree to Master's degree; Master's degree to PhD); however, if you start a new program at the same degree level, let us know.

If you plan to start a new program at another institution in the United States, you will need to have your SEVIS record transferred to that school. Please review our [Transfer Out](#) Fact Sheet on how to get an I-20 from another U.S. institution.

F-1 students must request an I-20 for their new program **before** the end of their 60-day grace period. F-1 students must also begin classes in their new program within 5 months of completing their current program.

#### What information is required for OIS to create a Change of Degree Level I-20?

- Offer of admission to new program:
  - Your department will upload a copy of the admissions letter in My OIS, which will notify OIS that you have been admitted to the new program.
  - If you decide not to attend this program, you do not need to submit the 'Change of Level I-20' request in My OIS.
- Financial documentation to show that you can cover the estimated tuition and living costs for the first year of your new program.
  - Check the most recent OIS' estimates for [undergraduate](#) and [graduate](#) students.
- Digital copy of your F-1 visa stamp
- Digital copy of your [I-94 record](#)
- You do NOT need to pay the SEVIS Fee again.

#### How can I request an I-20 for my new program?

OIS will email you to inform you that we have received the admissions letter from your new program. Then you can submit the e-forms within the "Change of Degree I-20" e-form group in [My OIS](#).

- Log in to [My OIS](#) using your Pitt Username and Password.
- In the "Admission to Orientation" tab, click "Change of Level I-20".
- Submit the e-forms in the "Change of Level I-20" e-form group.
- If you have submitted all proper documentation, the OIS will create an I-20 for your new degree program in five to seven business days.

#### Can I travel outside the U.S. before I start my new program?

- You can travel outside of the United States and re-enter before the start of your new academic program if you have received the I-20 for your new program from the OIS.
  - When travelling, bring your I-20(s) from your previous program, and your I-20(s) from your new program, when you re-enter the United States.
- If you are considering travelling outside of the U.S., please review OIS' [travel information](#) website.



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### **Can I still use my current visa stamp?**

- If your current F-1 visa stamp is valid, then you can continue to use it until the expiration date.
- Your SEVIS number will remain the same, and you won't need a new F-1 visa stamp, but we need to work together to create a new I-20.

### **Can I work in between my two programs of study?**

- Students can work on-campus at Pitt in between programs if they have received the I-20 from OIS for their new program.
  - For example, if you are finishing one program in the spring and starting a new program in the fall, you can work on campus at Pitt during the summer break more than 20 hours per week.
- If you are currently on OPT/STEM OPT, your OPT/ STEM OPT ends on the earlier of two dates:
  - the day your EAD card expires, OR
  - the day BEFORE your new program starts at Pitt.

If you have additional specific questions about transferring out, please email or schedule an appointment to discuss with your [Immigration Specialist](#).