



1033 SPRINGFIELD AVENUE, CRANFORD, NEW JERSEY 07016

CRANFORD CAMPUS (908) 709-7000 ELIZABETH CAMPUS (908) 965-6000 PLAINFIELD CAMPUS (908) 412-3599 SCOTCH PLAINS CAMPUS (908) 709-7000

CHANGE IN PROGRAM I-20 APPLICATION

F-1 students are required to notify International Services and the Department of Homeland Security when there is a substantive change in the information on your Form I-20 academic programs and/or degree levels. Examples of changes that require notification are:

- a change in major field
- a change in degree level
- a change in major field and degree level

Notification Procedure

If you are interested in changing majors, you must first submit the Change in Program Form through your student account. Once the change is effective, you must notify international services by applying for a new I-20. Under F-1 regulations, a new I-20 must be issued when there is a significant change in your academic information, including a change in your major field and/or degree level. To obtain an I-20 Form, complete the Application for a new I-20. Note that you must submit updated financial documents along with your application.

International Services will issue a new Form I-20 to reflect the updated information in your academic program, along with specific instructions regarding registration and travel.

When you begin your new major and/or degree program, International Services will notify the Department of Homeland Security on your behalf, using the electronic SEVIS database system.

Important Note on Deadlines

You are required to notify International Services within **15 days** of any change in your academic program. International Services is required to notify the Department of Homeland Security within 21 days after you have started your new academic program. Because these deadlines are mandated by immigration regulations, failure to make the appropriate notifications in a timely manner may lead to your F-1 status being placed in jeopardy. If you 'fall out' of F-1 status because you did not make the appropriate notifications to our office, you will lose eligibility for F-1 benefits and will need to apply for reinstatement to F-1 status

Estimated Yearly Costs for Tuition and Expenses for F-1 Students

International students and their families or sponsors assume all responsibility for student expenses. The following estimated costs are based on twelve (12) credits per semester. F-1 students are required to enroll in the fall and spring semester each academic year. The college reserves the right to change tuition or fees at any time by action of the Board of Trustees.

Tuition Expenses:	\$12,002
Living Expenses: (housing.)	\$18,092 (Please note Union County College has no on-campus housing.)
TOTAL Estimated Expenses:	\$30,094

Additional expenses for dependents: \$3,000 per dependent for each year of study at Union County College

Please Note:

- This is an estimated budget. Charges are subject to change without notice.
- This is considered a moderate budget. Individual expenses will vary
- The amount to be verified is \$30,092 for one year of study. However, students are only charged for one semester at a time.

If you have any questions, please email the international student advisor at international@ucc.edu.

Document Checklist

The following are documents that must be provided in order to obtain the Form I-20. Be sure to submit all documents together. **All documents must be translated to English:**

- I-20 Application Form
- Affidavit of Support (signed and dated by student and sponsor)
- Evidence of liquid funds available to cover tuition and living expenses
- Photocopy of biographical page in passport
- Copy of current visa and I-94 electronic record number

Financial Support Information

The United States government requires all international applicants provide proof of ability to pay tuition and living expenses before Union County College may issue an I-20. If you are relying on personal or family support, you must provide documentation of financial support, stating your sponsor's name and address and verify the ability to pay your education-related expenses. If your financial support is coming from your home government or other official agency (e.g., AMIDEAST or SACM), you must submit appropriate documentation from your sponsor. **All documents must be in English**

Acceptable evidence of financial support	Unacceptable financial documents include:
Only Original copies or certified/notarized accepted	
<ul style="list-style-type: none">• Bank statements indicating required currency amounts (issued within the last six (6) months)	<ul style="list-style-type: none">• Chartered accountant statements
<ul style="list-style-type: none">• Bank loans for educational purposes	<ul style="list-style-type: none">• Payroll reports / expected income
<ul style="list-style-type: none">• Scholarship letters	<ul style="list-style-type: none">• Tax statements
<ul style="list-style-type: none">• Investment statements indicating liquid	<ul style="list-style-type: none">• Property assessments
<ul style="list-style-type: none">• Government funding	<ul style="list-style-type: none">• Credit card statements
	<ul style="list-style-type: none">• Bank statements lacking currency
	<ul style="list-style-type: none">• Other statements of non-liquid assets

Please be aware that you will not be able to pay for the full amount of your education by working while you are in the United States. Government regulations strictly limit employment and require that holders of student visas be full-time students. Therefore, job opportunities are extremely limited.



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Change in Program I-20 Application

Biographical Data

Student ID Number: _____ Anticipated Program End Date: _____

Last Name First Name Middle Name

Previous Major: _____ New Major: _____

Address in Home Country:

House Number Street City State ZIP Code Country

U.S Address:

House Number Street City State Zip Code Country

Telephone Number: _____ Email Address: _____

Country of Birth: _____ Country of Citizenship: _____

Date of Birth: _____ City of Birth: _____ Gender: ___ Male ___ Female
Month/Day/Year

Dependent Information: Please complete the following information if you have any dependents who will be accompanying you to the U.S. on F-2 status:

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

First Name Last Name Date of Birth Country of Birth Country of Citizenship Relationship

Student's Signature: _____ Date: _____

Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.



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International Student Services
Affidavit of Support

Last Name First (Given) Name Middle Name

Student ID #: Date of Birth (MM/DD/YYYY)

Note: If you do not have a sponsor and are self-funding your education, submit a copy of your bank statement.

Source of Support: Funds from Sponsor

Sponsor's Name: Relationship to Student:

Complete Address:

Telephone Number: Email:

Yearly amount of support to applicant (U.S. dollars):

List any other dependents you have:

First Name Last Name Date of Birth Relationship

First Name Last Name Date of Birth Relationship

First Name Last Name Date of Birth Relationship

By signing this affidavit of support, I promise to be financially responsible for tuition, fees, living expenses, and any other relevant expenses of the applicant whose name appears above.

Sponsor's Signature: Date: