

⚠ We truly appreciate your patience. Please note that e-form processing may take up to 15 business days.
U.S.-based Students & Scholars: Please review OGS' 2025 Travel Recommendations prior to traveling outside of the United States.

Students Studying in The United States

REQUESTING YOUR I-20 (F-1)

All admitted students who will be studying with an F-1 visa need an I-20 form in order to move forward with the visa process.

WHAT IS AN I-20?

An I-20 is a U.S. immigration document issued by a university to certify that an F-1 student has met admission requirements and has proof of sufficient financial resources for his/her studies. An I-20 is required to apply for an F-1 student visa at a U.S. Embassy or Consulate abroad.

Newly admitted international students that have paid a deposit should request an I-20. The Office of Global Services (OGS) encourages you to submit your initial I-20 request *as soon as possible* because the visa process takes time.

WHO IS AN INITIAL STUDENT?

New international students coming from outside the U.S. that are seeking F-1 visa status.

WHO IS A TRANSFER STUDENT?

If a student currently has an Active Student and Exchange Visitor System (SEVIS) record with another SEVP-certified institution in the U.S., they may be eligible to transfer their SEVIS record to Northeastern University. Transfer students must:

1. Request to have their SEVIS record transferred out from their current institution to Northeastern University
2. Apply for a Transfer I-20 from Northeastern University

Please see the [Requesting your Transfer-In I-20 page](https://international.northeastern.edu/ogs/new-students/i-20-ds-2019-application/requesting-your-transfer-in-i-20-f-1/) (https://international.northeastern.edu/ogs/new-students/i-20-ds-2019-application/requesting-your-transfer-in-i-20-f-1/) for more information.

WHO IS A CHANGE OF STATUS STUDENT?

If you are currently in the U.S. in a non-immigrant status (B-1/B-2, F-1, F-2, H-1b or H-4) and would like to change to a different non-immigrant status (F-1, F-2, J-1 or J-2), you must apply for a Change of Status I-20. Once you've received the Change of Status I-20 there are two options:

- > **Option 1:** You may travel outside of the U.S., apply for a visa at a U.S. Embassy with all required materials, and re-enter the U.S. in the new status. This option is often referred to as *Consular Processing*.
- > **Option 2:** You may apply to the U.S. Citizenship and Immigration Services (USCIS) to change your status without leaving the U.S. by completing Form I-539 Application to extend/change your non-immigrant status. This process can take between 6 and 9 months and it is recommended you do not travel while your application is in process.

Please note: If your change of status application is approved by USCIS (option 2), your new F/J status will be active; however, you will not receive a corresponding visa in your passport that reflects the new status. As a result, you will need to apply for a new visa stamp at an embassy/consulate outside of the U.S. in order to re-enter the U.S. in F/J status.

USCIS Review of Publicly Available Social Media

The U.S. Citizenship and Immigration Services (USCIS) may review publicly available social media content in connection with certain applications. This may include applications submitted by F-1 students for benefits such as OPT, STEM OPT Extension or change of status. These reviews are intended to support eligibility verification and national security screening. For more, visit [USCIS.gov](https://www.uscis.gov) (<https://www.uscis.gov/newsroom/news-releases/dhs-to-begin-screening-aliens-social-media-activity-for-antisemitism>).

To learn more about change of status and see which option is best for you, please schedule an appointment with an advisor at the Office of Global Services (OGS) by calling +1-617-373-2310.

Video: Change to F-1 Student Status (https://www.youtube.com/watch?v=T1X_MWwJTk&t=1s&list=PLHbqblR-Jbyq9BtqnZlQJGCrS5wyBhxm&index=2)

Video: Change to F-1 Student Status within the U.S.
(<https://www.youtube.com/watch?v=qA6EnBDHKm8&t=21s&list=PLHbqblR-Jbyq9BtqnZlQJGCrS5wyBhxm&index=3>)

TRAVELING WITH A PENDING CHANGE OF STATUS

We don't recommend traveling outside of the U.S. while your application with USCIS is still pending. If you can't avoid traveling, please consult with OGS beforehand as you may need to reach out to USCIS to withdraw your application prior to traveling and submit a new I-20 request with OGS.

CURRICULAR PRACTICAL TRAINING (CPT) AND OPTIONAL PRACTICAL TRAINING (OPT)

In order to be eligible for both CPT and OPT, you must have maintained full time enrollment with appropriate on-ground presence for at least one academic year. One academic year is defined as two semesters or three quarters. It may be possible for you to use your time in another status towards meeting the one academic year.

If you are a change of status student and have questions about CPT/OPT eligibility, please call OGS to schedule an appointment with an advisor by calling +1-617-373-2310.

WHAT IS A CHANGE OF DEGREE LEVEL?

If you are a current, continuing student at Northeastern and you will be starting a new program at Northeastern, you must submit a [Change of Degree Level e-form \(https://international.northeastern.edu/ogs/forms-and-guides/change-of-degree-level/\)](https://international.northeastern.edu/ogs/forms-and-guides/change-of-degree-level/) request to myOGS **prior to starting the new program**.

Please see the [Guidelines on Maintaining Status \(https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/guidelines-on-maintaining-status/\)](https://international.northeastern.edu/ogs/current-students/understanding-visa-requirements/guidelines-on-maintaining-status/) page for more information.

SUGGESTED DEADLINES TO SUBMIT YOUR I-20 REQUEST

OGS recommends that you submit your completed I-20 request e-form by the following dates to allow time for visa processing. The suggested deadlines are a guide and do not guarantee you will receive the visa in time for your program.

— Summer CPS Quarter 2025 (July 7, 2025 start date)

- > May 19, 2025: Initial I-20 request Graduate Certificate, M.S. and PhD. For students outside of the U.S.
- > June 16, 2025: Transfer I-20 request or international students already in the U.S.

— Fall Semester Graduate (excluding CPS) 2025 (September 3, 2025 start date)

- > July 21, 2025 Initial I-20 Grad Certificate, M.S. and PhD. For students outside of the US
- > August 18, 2025 Transfer I-20 request or international students already in the US

— Fall Semester Undergraduate 2025 (September 3, 2025 start date)

- > July 15, 2025 Initial and Transfer I-20 Requests

— Fall CPS Quarter 2025 (September 15, 2025 start date)

- > August 4, 2025 Initial I-20 Grad Certificate, M.S. and PhD. For students outside of the US
- > August 25, 2025 Transfer I-20 request or international students already in the US

CAMPUS CHANGES PRIOR TO ARRIVAL IN THE U.S.

Please note that the I-20 you receive from OGS is created specifically for the campus that you indicated you will be studying. To avoid any issues or delays with your F-1 visa application, OGS encourages students to commit to their campus before requesting their I-20.

All campus changes must be approved by the admissions department prior to requesting an I-20.

- > **If you have already been issued an I-20** and have been approved to change campuses, your I-20 will be cancelled, and you will be issued a new I-20 with a different SEVIS ID. If you have already paid the I-901 fee with your previous SEVIS record, you may request to transfer the payment (<https://studyinthestates.dhs.gov/2017/06/students-sevp-now-accepts-online-i-901-sevis-fee-transfer-requests>) to the new SEVIS record.
- > **If your visa application has already been approved** and you wish to transfer to another Northeastern campus, your previous I-20 will be cancelled and we advise you to re-apply for the F-1 visa.

It may be possible to request a change of campus when you are a current student. Please speak to your Academic Advisor if you wish to pursue this option.

HOW TO PREPARE AND SUBMIT AN ONLINE REQUEST:

After confirming your enrollment, you will be able to submit an electronic I-20 request through myOGS.

1 Confirm your Enrollment

You are required to confirm your enrollment by following the instructions on your official decision letter, which may include arranging to pay (e.g. by credit card) an enrollment deposit. This transaction is required of all admitted students before they initiate the I-20 process.

2 Required documents for the I-20 request e-form. They must be in digital format of PDF or JPEG.

- > Copy of the identity page of your valid passport
- > Financial documents
(<https://international.northeastern.edu/ogs/new-students/i-20-ds-2019-application/financial-requirements/>) meeting your academic program's estimate of expenses
(<https://international.northeastern.edu/ogs/estimate-of-expenses-for-i-20-requests/>)
- > Currency conversion:
 - If you are submitting financial documents that are not in U.S. Dollars, please provide a currency conversion from a currency conversion calculator
(<https://www.oanda.com/currency/converter/>) and upload it to the e-form.
- > Sponsor letter or affidavit of support
(<https://international.northeastern.edu/ogs/forms-and-guides/affidavit-of-support-example/>) (only required when your sponsor is a non-blood relative)

3 Access the I-20 request e-form.

Click here

(<https://myogs.northeastern.edu/istart/controllers/client/ClientEngine.cfm?serviceid=EFormGroupProvider&eformGroup=55>) **to submit your I-20 request.**

RELATED ARTICLES:

Financial Requirements
(<https://international.northeastern.edu/ogs/new-students/i-20-ds-2019-application/financial-requirements/>)

Dependents
(<https://international.northeastern.edu/ogs/new-students/i-20-ds-2019-application/dependents/>)

CONTACT OGS

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360 Huntington Avenue
Boston, MA 02115
+1-617-373-2310
OGS Service Portal
(<https://service.northeastern.edu>)

OFFICE HOURS

Monday-Friday:
8:30a.m.-5:00p.m.
(Note: We are closed on
Tuesdays from 3:00pm –
4:00pm for all staff training
and meeting).
Phone Hours:
Monday-Friday: 8:30a.m.–
4:30p.m. ET

SOCIAL



(<https://www.facebook.com/NortheasternOGS/>)



(<https://www.youtube.com/channel/UC8vU0DlGKdYRtTzFgWwXQ>)

Northeastern University(<https://www.northeastern.edu/>)

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London (<https://www.nulondon.ac.uk/>) Miami (<https://miami.northeastern.edu/>) Nahant (<https://csi.northeastern.edu/>) Oakland (<https://oakland.northeastern.edu/>) Portland (<https://roux.northeastern.edu/>)

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