

LEVEL CHANGE REQUEST: ALI to ACADEMIC PROGRAM

This form is intended for use by F-1/J-1 students who are finishing their English language study at the Applied Language Institute (ALI) and who wish to begin their undergraduate academic degree program in the same semester. Special considerations must be made regarding enrollment in this type of joint semester in order to ensure these students maintain compliance with established visa regulations.

To begin academic coursework while simultaneously completing ALI program requirements, the student submitting this form **MUST**:

- Be admitted into an academic program at UMKC to begin in the indicated semester.
- Receive approval from both their ALI and academic advisors to move into academic coursework.
- **Maintain full-time enrollment (minimum 12 credit hours).**
 - To be considered studying at the academic level, student should enroll in at least one regular (3 hr, face-to-face) course.
 - All ALI coursework must be face-to-face instruction.
 - If the student cannot enroll in a full academic course load, an **FTE Form** with an appropriate reason selected should be submitted along with this request form. "Academic Difficulty – English Language" would be an acceptable reason in this situation, but please note that Academic Difficulty can only be used once in a student's academic program AND student must enroll in a full course load in the following fall/spring semester. Questions regarding FTE reasons can be directed to isao@umkc.edu
- **Remain fully enrolled per the agreement below for the entirety of the semester indicated.**
 - Once this request form is approved, students must keep this schedule the entire semester. If a change is needed, the student must consult an ISAO advisor to approve the new schedule or risk violating visa regulations regarding enrollment.

FULL NAME:		UMKC ID #:	
CURRENT U.S. ADDRESS:			
	Street Number and Name	City	State ZIP Code

✓ I certify that I understand my enrollment requirements as listed above, the full-time enrollment requirements as set by the federal regulations of my visa, and that I must receive approval from ISAO before making changes to my enrollment as listed below.

STUDENT SIGNATURE: _____ **DATE:** _____

Semester for which this request is being made:	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	<input type="checkbox"/> FALL	Year: _____
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ALI COURSEWORK			ACADEMIC COURSEWORK		
Course Name/Number	Credit Hours	Online?	Course Name/Number	Credit Hours	Online?

✓ I certify that this student is approved to move into academic coursework in the semester indicated. I understand the policies outlined in this request form and agree to consult with an ISAO advisor before recommending changes to this student's enrollment this semester.

ACADEMIC ADVISOR'S SIGNATURE: _____ **NAME:** _____ **DATE:** _____

ALI ADVISOR'S SIGNATURE: _____ **NAME:** _____ **DATE:** _____

✓ ISAO approves this request based on the enrollment information indicated above. ISAO will follow up with the student for any additional documentation needed to prepare a Change of Level I-20 for the academic program.

ISAO ADVISOR'S SIGNATURE: _____ **NAME:** _____ **DATE:** _____