



Virginia International University
 11200 Waples Mill Road Suite 360
 Fairfax, VA 22030
 Telephone: (703) 591-7042
 Fax: (703) 591-7048

Change of Program or Concentration /Declaration Form

Students who change programs between different schools **must** adopt the most current catalog. Students changing from one concentration to another within the same program **must** adopt the most current catalog. Students changing from an "Undeclared" to a declared concentration also **must** adopt the most current catalog. For each of these students, the university will automatically update the catalog year when processing the change in program/concentration

A: Personal Information

Student's Name: _____ VIU ID#: _____
 (Last) (First) (Middle)

Current Address: _____
 (Street)

 (City) (State) (Zip Code)

Phone: _____ VIU E-mail: _____@campus.viu.edu SEVIS #: N _____

B: Complete the following, as applicable:

I am declaring the concentration:

My current program is: _____

Please record my concentration as: _____

I hereby request to change my program and/or concentration:

FROM current program: _____ and current concentration: _____

TO new program: _____ and new concentration is: _____

I am declaring a 2nd concentration: _____

I am changing my 2nd concentration from _____ to a new 2nd concentration: _____

I am dropping my 2nd concentration: _____ and intend to complete only one concentration,
 which is _____

C: Reason(s) for making this change (Please check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Previously Undecided | <input type="checkbox"/> Developed Interest in Another Program/Concentration |
| <input type="checkbox"/> Difficulty of Course Content in Present Major | <input type="checkbox"/> Class Scheduling Problem |
| <input type="checkbox"/> Other (Please specify below) _____ | |

I understand that the declaration/change of program or concentration can NOT be completed until I have met all additional program requirements deemed necessary by Virginia International University.

Student Signature: _____ Date: _____

School Dean's Signature: _____ Date: _____

Office Use Only

Registrar's Office Received on _____ by _____ Entered in DB on _____ by _____
 TC evaluation process on _____ by _____ Academic credential evaluated on _____ by _____

Admissions Office Admission requirements evaluated on _____ by _____

ISS Office New I-20 issued on _____ by _____

Rev: 09/2010