

## CHANGE OF DEGREE LEVEL REQUEST

Use this form to change your degree level from master's to doctoral, doctoral to master's, or master's to master's, within the same major. International students must consult with an international student advisor to discuss how a change of degree level affects their immigration status.

\_\_\_\_\_  
Last/Family Name

\_\_\_\_\_  
First/Given Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last 4 digits of VT ID:

Citizenship

U.S. Citizen    Permanent Resident    Non-U.S. Citizen\*

\*If non-U.S. citizen, please list your visa status: \_\_\_\_\_

\_\_\_\_\_  
E-mail Address:

@vt.edu account, preferred

\_\_\_\_\_  
Current Program:

Degree Level

Doctoral

Education Specialist

Master's

Campus

Blacksburg    Hampton Roads    National Capital Region    Richmond  
Roanoke    Southwest Virginia    Virtual

I wish to change my admission status from:

Master's to Doctoral  
(Master's Degree Earned)

Master's to Direct PHD  
(Master's Degree Not Yet Earned)

Doctoral to Master's

Other: \_\_\_\_\_ to \_\_\_\_\_

Term Change Effective

Fall    Spring    Summer    Year \_\_\_\_\_

\_\_\_\_\_  
STUDENT Signature

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
COMMITTEE CHAIRPERSON Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
e-mail (@vt.edu, preferred)

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
DEPARTMENT HEAD Signature  
or authorized GRADUATE PROGRAM DIRECTOR

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
e-mail (@vt.edu, preferred)

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) Signature

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
INTERNATIONAL ADVISOR (for F-1 and J-1 students) Signature

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
GRADUATE SCHOOL Signature

\_\_\_\_\_  
Date (MM/DD/YY)

Submit your completed form:

<http://gs.vt.edu/forms>

120 Graduate Life Center, Blacksburg  
VT ICAB1, 3625 Potomac Ave, Alexandria  
For assistance, call 540-231-8636 or  
email [grads@vt.edu](mailto:grads@vt.edu)