



Office of International Student Services (OISS)

REQUEST TO ADD A NEW DEGREE PROGRAM TO SEVIS

Instructions: If you have a newly approved on-campus degree program, that supports full-time, on-campus, enrollment for the entire duration of the degree program, OR if you have a newly approved online/residency program that requires students to come to campus for degree completion, AND you'd like to be able to admit international students to this new degree program, please complete this form and submit it to the OISS as soon as possible. In order for the University to be able to issue an I-20 for international students to attend this program, the program must first be approved by SEVP (Student Exchange Visitor Program) and that could take approximately 3- 9 months.

1. Exact Title of the Degree Program: _____

2. Date of University Approval: _____ 3. Approved by: _____

4. Does this program require SACS approval? _____ 5. If "yes," has it been approved by SACS? _____

6. Hours of Instructions/Week: _____

7. Lab Hours/Week: _____

8. Total Hours/Week: _____

9. Total Hours to Complete the Degree: _____

10. Type of Program:

On-Campus Online

A. If it is on-campus, does the program support full-time, on-campus, enrollment every semester for the entire duration of the degree program?

Yes. No.

B. If it is an online program, is there a mandatory on-campus residency requirement for degree completion, and will the students be enrolled full-time during residency?

Yes. No. If No, please explain: _____

C. Will all classes/meetings/activities/residencies be given at the Virginia Beach campus?

Yes. No. If No, please explain: _____

(Note: All off-campus educational sites MUST be reported & approved in SEVIS at a cost of \$655)

Important Reminder: Once the PDSO (Primary Designated School Official) at Regent submits a request to add a new degree program in SEVIS, it could take 3-9 months to obtain government approval. The timeframe will depend on where the University/OISS is with the F-1 Recertification process and other SEVIS updates.

Degree Program Administrator's Full Name: _____

Current Telephone: _____

E-mail: _____

Signature: _____ Today's Date: _____

