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 would like to be able to admit international students into this new degree program, please complete this form and submit it to the OISS as soon as possible. (NOTE: 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. Maximum amount of time allowed for degree completion (in years): ____________________________

11. 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 stands with the F-1 recertification process and other SEVIS updates.

Degree Program Administrator’s Full Name: ________________________________________________________
Current Telephone: _____________________________________________________________________________
E-mail: ______________________________________________________________________________________
Signature: _____________________________________________________________________________________
Today’s Date: __________________________________________

Office of International Student Services (OISS) / Fax: 1-757-352-4100 / Phone: 1-757-352-4130 / Website: www.regent.edu/oiss