



CHANGE OF TERM FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

(Please read all instructions and policies before completing this form)

It is the program's responsibility to return a signed copy of the form to the Graduate School.

Please allow 10 business days for the change of term to be processed once submitted to the Graduate School. Completed forms should be returned via email to **change_of_term@lists.clemson.edu** by the following steps:

1. Go to <http://www.clemson.edu/graduate/faculty-staff/index.html>
2. Log in using your network username and password
3. Click the "Submit Change of Term" box
4. Attach the form and send the email

International Students only: I-20s will not be issued after the following dates:

- November 1st for Spring Term
- April 15th for Summer Term
- July 1st for Fall Term

Once the student has been admitted and all required documentation has been provided, allow two weeks for an I-20 to be issued. The "Start Term" section on the Decision tab in ADMIT should be updated accordingly for international students beginning in the summer term.

Last name: _____ First name: _____ MI: _____ Date: _____

XID#: _____ ☐ Domestic ☐ International

Degree and program name: _____

Originally applied for ☐ Fall ☐ Spring ☐ Summer Year: 20_____

Request to start ☐ Fall ☐ Spring ☐ Summer Year: 20_____

Reason for change of term request:

Designated program representative (print): _____

Designated program representative: _____
Signature Date

FOR GRADUATE SCHOOL USE

☐ Approved ☐ Denied Graduate Admissions representative: _____

Date: _____ Comments: _____

If you are reading a printed copy of this form, or viewing it at a URL that does not include www.clemson.edu/graduate/ please go to www.clemson.edu/graduate/students/forms.html to ensure that you have the latest version of the form.



GRADUATE SCHOOL ADMISSIONS
E-209 Martin Hall Clemson, SC 29634-5713
864.656.3195

Form GS Change of Term
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