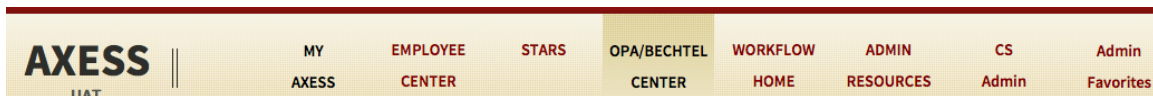


For Dept. Administrators - How to Approve a Request to Add a Program (to the I-20/DS-2019) in Workflow

Flowchart



1) Please log in to Axess and double click on OPA/Bechtel Center



2) Select the student's request by clicking on it.

Workflow Home

My Workflow Dashboard

Work Flow Transaction list: My Approvals
SEVIS Transaction Type: F New Program
Show requests assigned to: [] Show Unassigned Requests

Web Form Transaction ID	Workflow Activity Description	Transaction Status	Originator Name	Originated On	Received On	Comments
01145350	I20-New Prg 02	Pending	[]	11/21/13	11/22/13	

3) Once the transaction has opened, please select the new end date by clicking on the magnifying glass.

Program Information

Start Date: 09/23/2012 End Date: 01/09/2014
Level of Education: Masters SEVIS Major: Business Administration (MBA)
New End Date: []
No. of Months: []
Are you planning to complete your current program (Y/N)? Yes No

4) If the student will receive funding from the Department please indicate the amount under the correct category in Department Funding section, otherwise leave the Department Funding section blank.

- **F-1 students** are required to show proof of funding from the next quarter till the end date of the new program, up to a maximum of 9 months (3 quarters).
- **J-1 students** are required to show proof of funding from the end date of the current DS-2019 till the end date of the new program.

Are you receiving funding from your new department? Yes No [More about Funding](#)

I attest that I have discussed my new program with my academic advisor as well as my department and I am aware of the new end date and departmental funding (if applicable).

Funding From Student		Department Funding		Estimated Expenses		
Personal Funding	\$0	Assistantship (RA/TA)	\$0	Tuition Category	Term	Tuition and Fees
Family Funding	\$0	Fellowship	\$0	1		\$0
Funding from Stanford		Scholarship	\$0	Living Expenses		
Stanford Undergraduate Financial Aid	\$0	<Other / Enter Comment>	\$0	Expenses of Dependents		
Secondary Department (s)				Other Expenses		
1	\$0					
Total		\$0				
Other Funding Source (s)						
1	\$0					
Total		\$0				
Total Funding from Student	\$0	Total Dept Funding	\$0	Total Expenses		
				\$0		
Total Funding Amount	\$0					
Total Expenses	\$0					
Over Amount	\$0					

5) Please enter the tuition category from the drop down menu. You do not need to enter funding amounts as they will be entered by the Bechtel I-Center staff.

- If the new program is **greater than 9 months**, only one tuition category has to be entered. If it is **less than 9 months**, a tuition category has to be entered for each quarter.
- If the new program is **less than nine months and covers summer quarter**, select "Vacation" as the tuition category for that quarter unless the student is graduating at the end of summer.

Funding From Student		Department Funding		Estimated Expenses		
Personal Funding	\$0	Assistantship (RA/TA)	\$0	Tuition Category	Term	Tuition and Fees
Family Funding	\$0	Fellowship	\$0	1	1144	\$0
Funding from Stanford		Scholarship	\$0	2	1146	\$0
Stanford Undergraduate Financial Aid	\$0	<Other / Enter Comment>	\$0	3	1148	\$0
Secondary Department (Comment)				<input type="text" value="8-10 Unit Load"/> <ul style="list-style-type: none"> 8-10 Unit Load Full tuition Graduation Quarter Permit to Attend for Services Terminal Graduate Registration Terminal Medical Registration Undergrad Vacation 		
1	\$0					
Total		\$0				
Other Funding Source (Comment)						
1	\$0					
Total		\$0				
Total Funding from Student	\$0	Total Dept Funding	\$0	Total Expenses		
				\$0		

6) You now have four options:

- Click on the "**Approve**" button. The request will then be forwarded to the Bechtel I-Center for the next step in the workflow. You do not need to add a comment.
- Click on the "**Return**" button if you need additional information. This will send the request back to the student and will allow the student to edit information as necessary and resubmit the request. Please enter a comment explaining why the request is being returned.
- Click on the "**Decline**" button if you do not wish to approve the request. This will send the request back to the student who will not be allowed to edit and resubmit the request. Please enter a comment explaining why the request is being declined.
- Click on the "**Save**" button at the bottom of the form if you want to save the information you have entered and approve it later.

Attest and Submit

I attest that all the information entered is correct. I also understand that my request must be approved by my Academic Advisor as well as my Department before my I-20 expires or I will risk being out of immigration status and forfeit my ability to remain in the US and work as F-1 student.

[Back to Workflow Home](#)

7) This concludes the Department Administrator's role in approving the Add a Program Request in Workflow.