

Apply for a Degree change

Diplomas or unofficial transcripts do not meet the requirements

1. Log into your LVIS account. (<https://license.doe.in.gov/>)
2. Under My Profile click **Degree Change Request**
3. In the **Date Degree Changed Box**, update your **New Degree** and the **Effective Date**
4. In the **Supporting Documentation box**, upload your **Official Transcripts (this is required)**
5. In the **Billing Information box**, you will need to fill out all required fields
6. In the Credit Card Information box, fill out all required fields
7. Click **Review Summary**
8. Once you are on the **Summary** page, make sure all information is correct and click the box for the **Refund Policy** as long as you agree to the terms
9. Then click **Submit**

Required Documents:

- Official Transcripts showing Degree Awarded and the Date Conferred.
(Official transcripts will have the school seal and registrar's signature)