

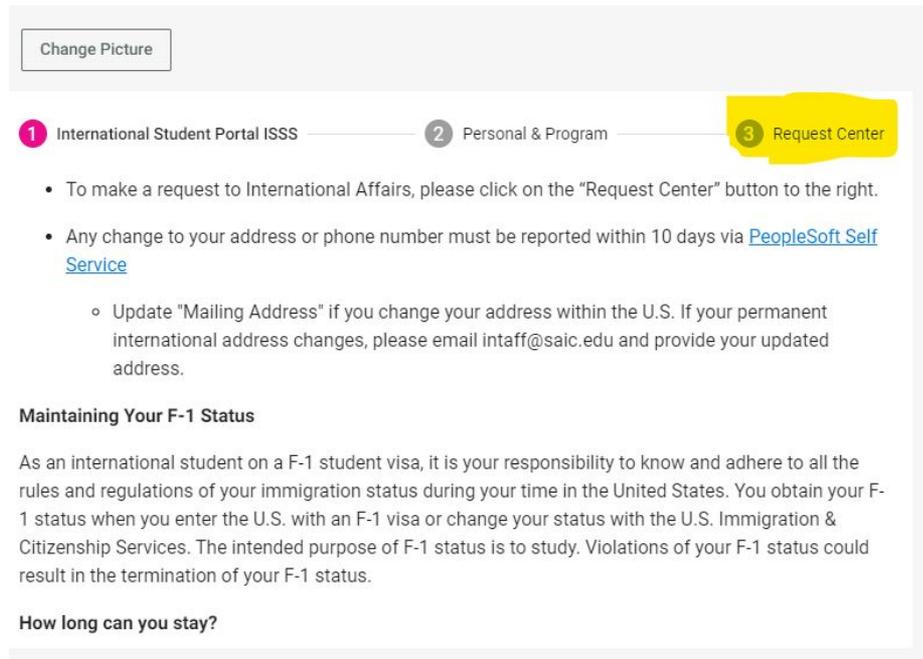
SUBMITTING YOUR
PROGRAM EXTENSION REQUEST
IN TERRA DOTTA

STEP ONE: LOG INTO YOUR STUDENT PORTAL

Log into your student portal here:

GLOBAL.SAIC.EDU

and navigate to “Request Center”



The screenshot shows a navigation bar with a "Change Picture" button on the left. Below it is a horizontal menu with three items: "1 International Student Portal ISSS", "2 Personal & Program", and "3 Request Center". The "Request Center" item is highlighted with a yellow background. Below the menu is a list of instructions and a section titled "Maintaining Your F-1 Status".

Change Picture

1 International Student Portal ISSS — 2 Personal & Program — 3 Request Center

- To make a request to International Affairs, please click on the “Request Center” button to the right.
- Any change to your address or phone number must be reported within 10 days via [PeopleSoft Self Service](#)
 - Update "Mailing Address" if you change your address within the U.S. If your permanent international address changes, please email intaff@saic.edu and provide your updated address.

Maintaining Your F-1 Status

As an international student on a F-1 student visa, it is your responsibility to know and adhere to all the rules and regulations of your immigration status during your time in the United States. You obtain your F-1 status when you enter the U.S. with an F-1 visa or change your status with the U.S. Immigration & Citizenship Services. The intended purpose of F-1 status is to study. Violations of your F-1 status could result in the termination of your F-1 status.

How long can you stay?

STEP TWO: SELECT REQUEST

Select the “Program Extension” request and complete the questionnaire

What can we help you with? 



CPT Request



Confirmation of Final Term Enrollment



Confirmation of Study Outside the U.S. for F-1 Students



Dependent Supplement (F)



Optional Practical Training (OPT) Request



Program Extension



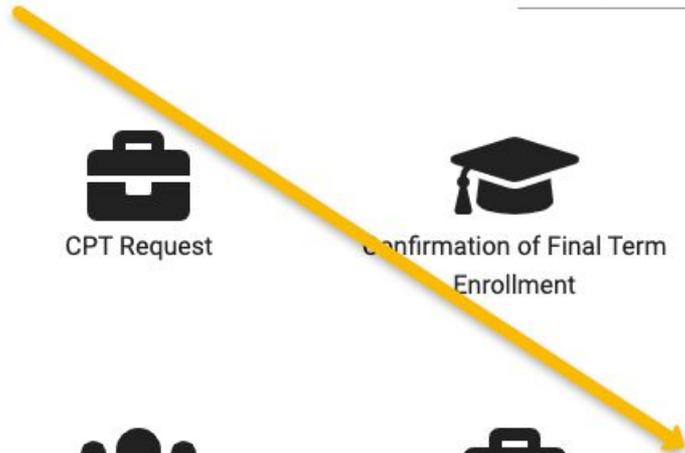
Program/Major change



Reduced Course Load Request



Reprint I-20 - Lost/Travel Signature



STEP THREE: UPLOAD REQUIRED FINANCIAL DOCUMENTATION

You must provide proof of financial support to complete your remaining credits a Bank Statement and answer a few questions.

You can find the tuition and expenses estimate forms here:

<https://www.saic.edu/international-affairs/admitted-students>

2 Required Documents to Upload (File Upload)
Required *

Document Type *
Recent Bank Statement

Description
Upload your most recent bank statement. If you are uploading more than one bank statement, please combine into one PDF file.

or drag a file here

STEP THREE CONT: ANSWER QUESTIONS ABOUT SPONSOR

Complete your “Statement of Financial Support” by answering the following questions about funding. If you have a sponsor (for example, your parents) enter that information here. If these are personal funds, enter “none” and “0” in sponsor information

3 Statement of Financial Support (Questionnaire)
Optional

Please complete the Statement of Financial Support (SFS) by completing the following questionnaire and upload supporting bank statements. You can complete the SFS by completing the below questionnaire. Program budgets can be found here: <https://www.saic.edu/international-affairs/admitted-students>

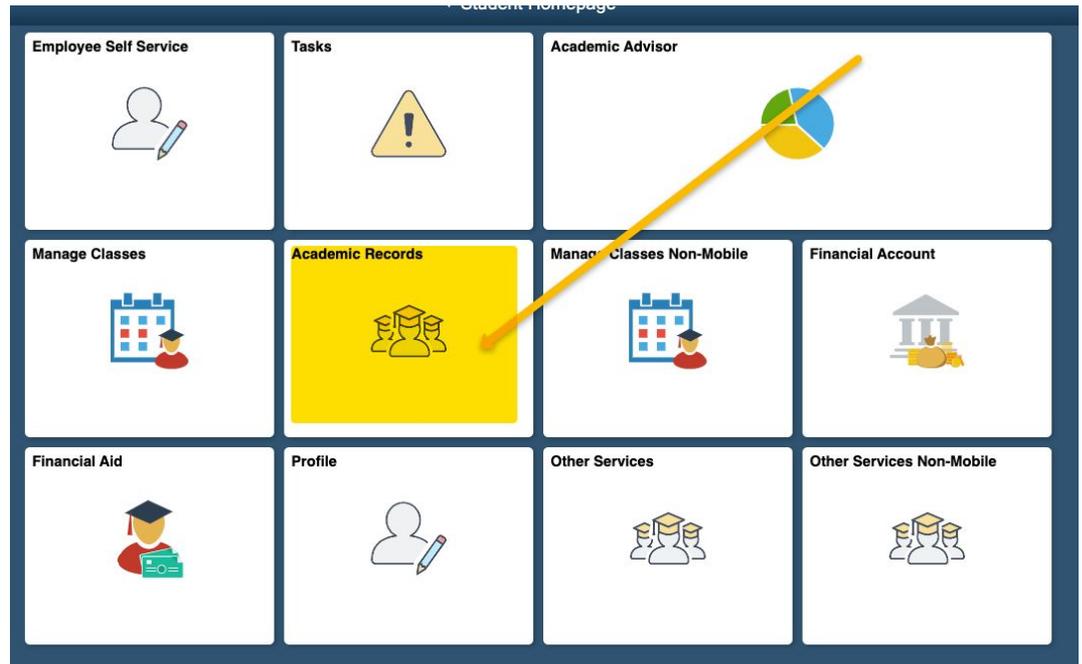
Student's Personal Funds *	Name of Sponsor *
<input type="text" value="Your personal funds"/>	<input type="text" value="Sponsor's name (if no sponsor, enter 'none')"/>
Sponsor's Funds *	Relationship to Student * 
<input type="text" value="Enter funds, none - enter '0'"/>	<input type="text" value="Enter sponsor relationship, if no sponsor, enter 'none'"/>
Sponsoring Organization/Firm/Government funds (if applicable)	
<input type="text"/>	

Acknowledgment (Signature Document)

STEP FOUR: UPLOAD YOUR UNOFFICIAL TRANSCRIPT

Log into PeopleSoft and download your unofficial transcript.

Unofficial transcripts can be downloaded by logging into Self Service here, clicking on "Academic Records" and then clicking on "View Unofficial Transcript" and then clicking "Submit" to obtain an unofficial transcript PDF.



STEP FIVE: ENTER REQUIRED INFORMATION

Complete the questionnaire and enter the name and email address of your academic advisor (undergraduate) or graduate advisor or department chair (graduate). Review instructions in Terra Dotta on whose name to enter.

Jessica Wolfe - Program Extension Print ×

2 Required Documents to Upload (File Upload)
Required *

Next ↓

Approval

Approver Name * Your academic advisor or graduate advisor	Approver Email * ✉ advisor@saic.edu
Approver Title	Approver Organization
Approver Phone	Approver Role 200 characters remaining

Enter comments to display to the student

Submit Save as Draft

STEP SIX: INTERNATIONAL AFFAIRS APPROVAL

International Affairs Approval

Once your academic advisor or graduate advisor completes the online form, International will review the information and approve your program extension and will send an email to your SAIC email address confirming your approval. We will also provide you a new I-20 with your new program end date.