

## STEPS TO RETURN FROM LEAVE OF ABSENCE FOR INTERNATIONAL STUDENTS

### WELCOME BACK TO THE SCHOOL OF THE ART INSTITUTE OF CHICAGO!

We are happy that you are interested in returning and completing your degree at SAIC!

We encourage you to take the following steps for a more successful transition back into our community:

- SAIC Email Access  
Log into your SAIC email and make sure your account is active. If you are having difficulty logging in, contact the Help Desk at 312-345-3535 or [crithelpdesk@saic.edu](mailto:crithelpdesk@saic.edu).
- Contact an Academic Advisor  
Call or email ([studenthelp@artic.edu](mailto:studenthelp@artic.edu)) to discuss your credit check, degree requirements, educational plan and specific strategies for a successful return from leave of absence. Academic Advising will reinstate you and discuss your course selection plan.
- Contact Your Counselor in Student Accounts  
Check if you have a balance that needs to be paid. Also, take care of any holds on your account that could prevent you from registering for classes or, if you are an international student, from receiving your I-20 form.
- Contact International Affairs  
To receive an I-20, complete the Statement of Financial Support and fax it to 312-629-6831 with a recent bank statement and copy of your current passport biographical page. You will be able to register for classes only after you have contacted International Affairs.
- Apply for a New F-1 Student Visa  
Once you receive your new I-20, you may need to apply for a new F-1 Student Visa. Please contact your local embassy/consulate to obtain wait times and specific requirements for your visa appointment. Please let us know if you have questions.
- Review the Course Schedule  
Go to our website at <http://www.saic.edu/coursesearch/>
- Select Your Courses  
Select course you are interested in taking. Be sure to have a few second and third choices as our first choice may not be available.
- Registration Appointment and Registration  
To register you will need to login to PeopleSoft Self-Service located in the SAIC Portal.  
Once in Self-Service:
  - Click on "Student Center"
  - On the right side of the Student Center page, locate your registration date under "Enrollment Dates."
  - To register, you will sign in to PeopleSoft Self-Service and go to the Student Center page, click on "Enroll" and follow instructions on the Enroll page.
- Housing  
If you do not currently have housing, contact the Residence Life Office to get information about both on and off campus housing. 312-629-6870 or [student\\_life@saic.edu](mailto:student_life@saic.edu).
- Disability and Learning Resource Center & Counseling Service  
Meet with the Disability and Learning Resource Center and Counseling Service as recommended by Academic Advising & Student Success.



**INTERNATIONAL  
AFFAIRS**

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### **IMPORTANT CONTACT INFORMATION**

Academic Advising & Student Success	Main Number: 312.629.6800	Fax: 312.629.6801
Counseling Services	Main Number: 312.499.4271	Fax: 312.499.4290
International Affairs	Main Number: 312.629.6830	Fax: 312.629.6831
Disability and Learning Resource Center	Main Number: 312.499.4278	Fax: 312.499.4290
Registrar	Main Number: 312.629.6700	Fax: 312.629.6701
Student Accounts	Main Number: 312.629.6600	Fax: 312.629.6601
Housing and Residence Life	Main Number: 312.629.6870	Fax: 312.629.6801