Submitting your Confirmation of Final Term Enrollment form in Terra Dotta
Step one: Log into your student Portal

Log into your student portal here:
GLOBAL.SAIC.EDU

and navigate to “Request Center”
Step Two: Select Request

Select the “Confirmation of Final Term Enrollment” request and complete the questionnaire.
Step three: enter required information

Complete the questionnaire and enter the name and email address of your academic advisor (undergraduate) or graduate advisor (graduate)
Step four: advisor approval

Advisor Approval

Your advisor will receive an email and be asked to complete the following questionnaire and submit to International Affairs.

Questionnaire Preview

requesting to either be enrolled part-time or are planning on applying for Optional Practical Training (OPT). Please review the below information and complete this form.

☐ I have confirmed that the above student will be completing all degree requirements to graduate this term. *

Student’s degree program/area of study: *

Degree Start Date: *
☐

MM/DD/YYYY

Remaining credit hours planned for final semester: *

Expected degree completion date (last day of final term at SAIC mm/dd/yyyy): *
☐

MM/DD/YYYY

☐ Student has uploaded an unofficial transcript *

By typing your name below you are stating that all the information above is true to the best of your knowledge. *

If you have any comments, please enter them here.
Step five: International Affairs Approval

Once your academic advisor or graduate advisor completed the online form, International will review the information and approve your Confirmation of Final Term enrollment and will send an email to your SAIC email address confirming we have received it.