

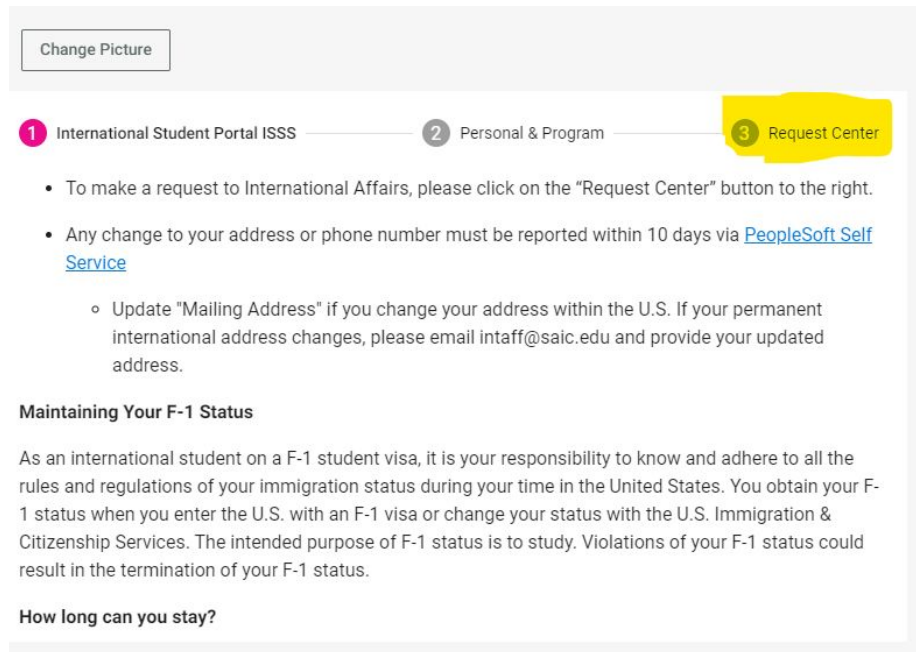
SUBMITTING YOUR
PROGRAM EXTENSION REQUEST
IN TERRA DOTTA

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 three items: 'International Student Portal ISSS', 'Personal & Program', and 'Request Center'. The 'Request Center' item is highlighted with a yellow background. Above the navigation bar is a 'Change Picture' button. Below the navigation bar 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



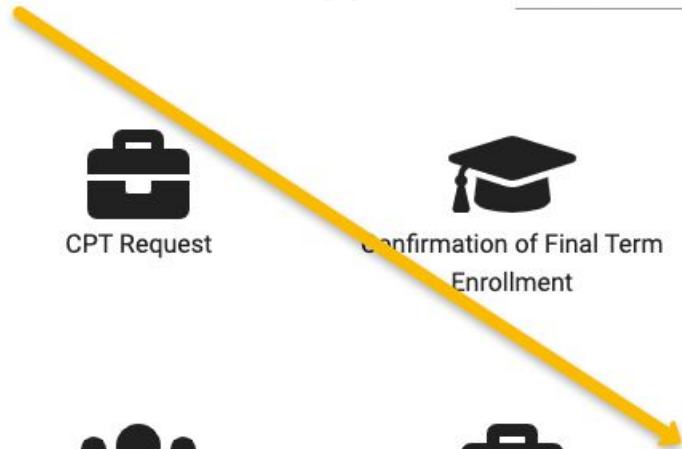
Program/Major change



Reduced Course Load Request



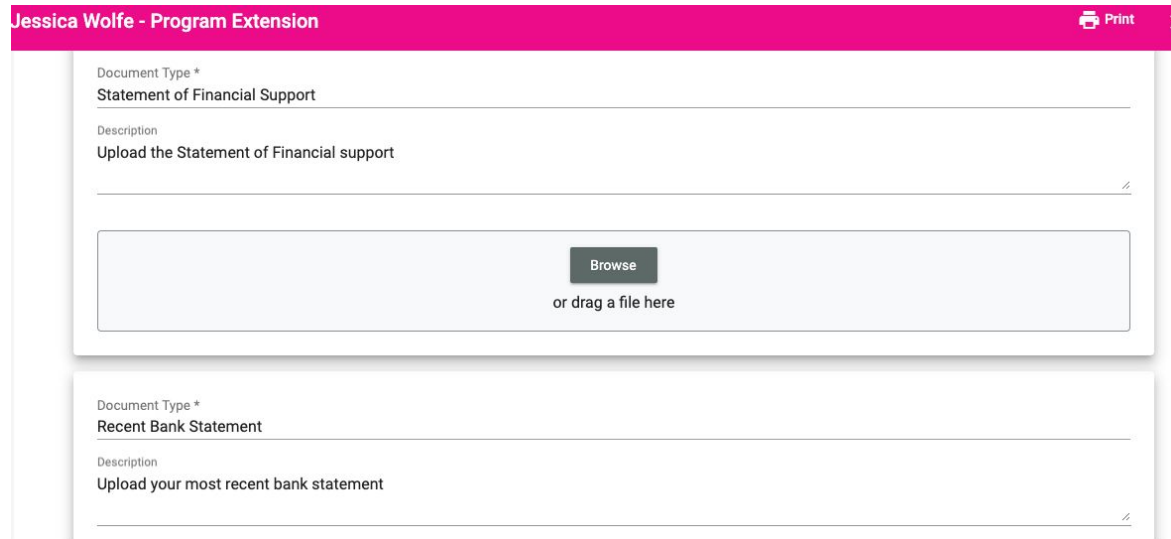
Reprint I-20 - Lost/Travel Signature



STEP THREE: UPLOAD REQUIRED FINANCIAL DOCUMENTATION

You must provide proof of financial support to complete your remaining credits. You will need to upload a Statement of Financial Support (SFS) and a Bank Statement.

You can find SFS forms here: <https://www.saic.edu/life-saic/forms-and-requests>



The screenshot shows a web interface for uploading financial documentation. At the top, there is a pink header bar with the text "Jessica Wolfe - Program Extension" on the left and a "Print" icon on the right. Below the header, there are two form sections. The first section is for a "Statement of Financial Support". It has a "Document Type *" field with the value "Statement of Financial Support". Below that is a "Description" field with the text "Upload the Statement of Financial support". At the bottom of this section is a large light blue box containing a "Browse" button and the text "or drag a file here". The second section is for a "Recent Bank Statement". It has a "Document Type *" field with the value "Recent Bank Statement". Below that is a "Description" field with the text "Upload your most recent bank statement".

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)

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

Enter the name of your academic or graduate advisor or department chair. DO NOT enter your name and email

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.