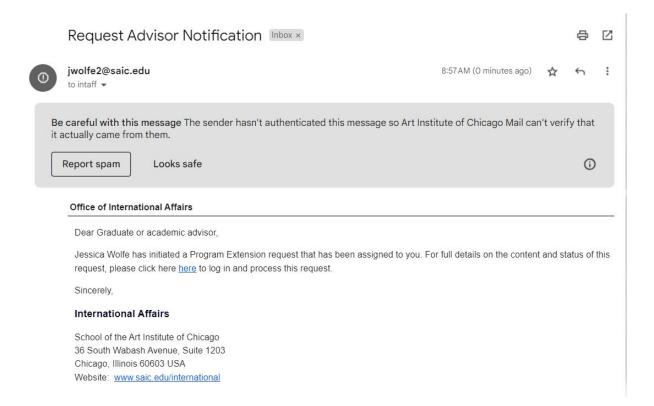
# REQUEST ADVISOR NOTIFICATION EMAIL: INSTRUCTIONS FOR RECIPIENTS



# WHY DID I RECEIVE THIS EMAIL AND WHAT DO I DO NEXT?



# WHY DID I RECEIVE THIS EMAIL?

You received this email because International Affairs needs to confirm information about an international student. We need this because they are requesting an update to their Form I-20, which is the immigration document that permits them to transfer to SAIC, remain enrolled at SAIC, or apply for additional immigration benefits such as work authorization. You were identified as as someone in their department who could confirm this information. If you were incorrectly identified, please reach out to the student who sent you this email and let them know who in the department can assist them in confirming when they are completing their academic requirements or confirming their transfer eligibility (if applicable). If you have questions contact International Affairs directly (intaff@saic.edu).

# WHY DID I RECEIVE THIS EMAIL?

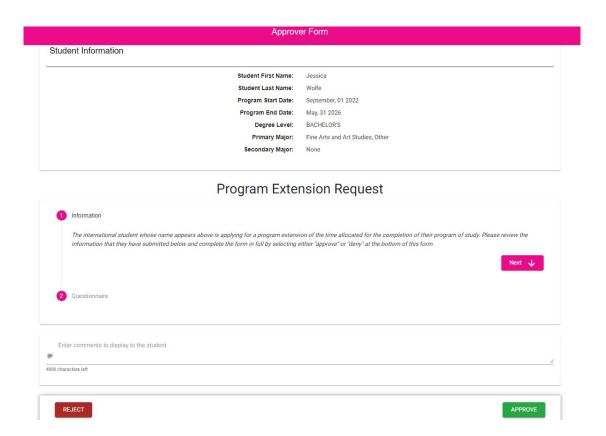
This email is sent to advisors for three reasons:

- Student is requesting to transfer their immigration record to SAIC
- 2. Student is requesting to extend their program beyond the expiration date listed on their I-20 (immigration document)
- 3. Student is requesting confirmation of final term enrollment so that they may either enroll part-time their final semester or apply for Optional Practical Training, the 12 month work authorization international students routinely apply for.

### WHAT DO I DO NEXT?

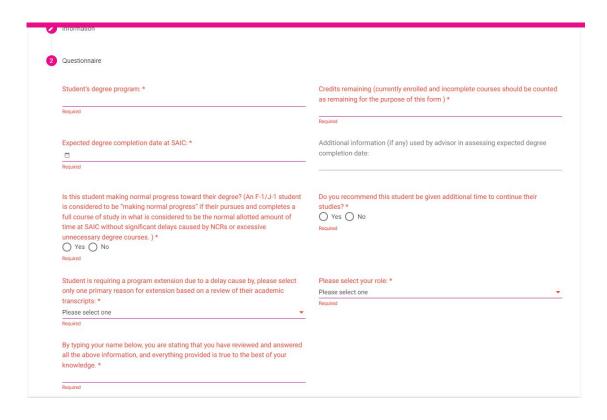
Click "here" and you will be taken to this form where you will need to answer a few questions.

The next few slides show an example of of a Program Extension request, however all requests take a similar format.



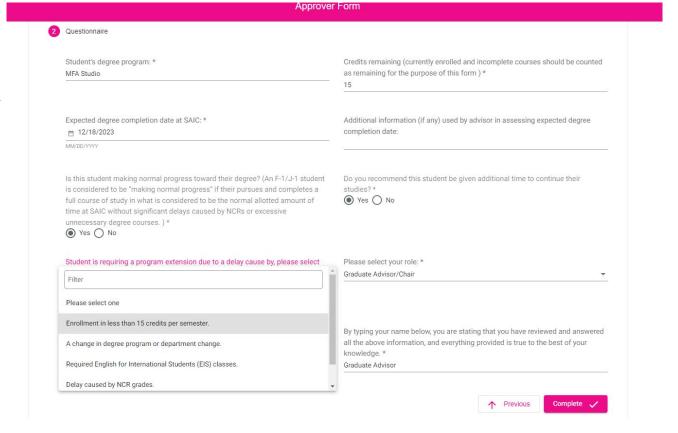
#### WHAT DO I DO NEXT? PART 2

Answer the following questions confirming when the student will complete their program and if they are requesting a program extension, if you recommend the extension be granted.



# COMPLETED FORM - EXAMPLE

Remember to click the green "approve" button at the bottom of the page once you complete the form.



# THANK YOU!

#### **International Affairs Approval**

Now that you've completed this form, International Affairs will be able to move forward with assisting this international student in updating their immigration documents so they can transfer to SAIC, continue to remain in enrolled at SAIC, or so that they apply for any additional immigration related benefits. If you have any questions about completing this this form, please contact us at intaff@saic.edu