








REQUEST ADVISOR NOTIFICATION EMAIL: INSTRUCTIONS FOR RECIPIENTS

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

Request Advisor Notification Inbox x  

 **jwolfe2@saic.edu** 8:57 AM (0 minutes ago)   
to intaff ▼

Be careful with this message The sender hasn't authenticated this message so Art Institute of Chicago Mail can't verify that it actually came from them.

Report spam Looks safe 

Office of International Affairs

Dear Graduate or academic advisor,

Jessica Wolfe has initiated a Program Extension request that has been assigned to you. For full details on the content and status of this request, please click here [here](#) to log in and process this request.

Sincerely,

International Affairs

School of the Art Institute of Chicago
36 South Wabash Avenue, Suite 1203
Chicago, Illinois 60603 USA
Website: www.saic.edu/international

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 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:

1. 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.

Approver Form

Student Information

Student First Name:	Jessica
Student Last Name:	Wolfe
Program Start Date:	September, 01 2022
Program End Date:	May, 31 2026
Degree Level:	BACHELOR'S
Primary Major:	Fine Arts and Art Studies, Other
Secondary Major:	None

Program Extension Request

1 Information

The international student whose name appears above is applying for a program extension of the time allocated for the completion of their program of study. Please review the information that they have submitted below and complete the form in full by selecting either "approve" or "deny" at the bottom of this form.

Next ↓

2 Questionnaire

Enter comments to display to the student

4000 characters left

REJECT

APPROVE

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.

Information

2 Questionnaire

Student's degree program: *

Required

Expected degree completion date at SAIC: *

Required

Is this student making normal progress toward their degree? (An F-1/J-1 student is considered to be "making normal progress" if their pursues and completes a full course of study in what is considered to be the normal allotted amount of time at SAIC without significant delays caused by NCRs or excessive unnecessary degree courses.) *

Yes No

Required

Student is requiring a program extension due to a delay cause by, please select only one primary reason for extension based on a review of their academic transcripts: *

Please select one

Required

By typing your name below, you are stating that you have reviewed and answered all the above information, and everything provided is true to the best of your knowledge. *

Required

Credits remaining (currently enrolled and incomplete courses should be counted as remaining for the purpose of this form) *

Required

Additional information (if any) used by advisor in assessing expected degree completion date:

Do you recommend this student be given additional time to continue their studies? *

Yes No

Required

Please select your role: *

Please select one

Required

COMPLETED FORM - EXAMPLE

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

Approver Form

2 Questionnaire

Student's degree program: *
MFA Studio

Credits remaining (currently enrolled and incomplete courses should be counted as remaining for the purpose of this form) *
15

Expected degree completion date at SAIC: *
12/18/2023

MM/DD/YYYY

Additional information (if any) used by advisor in assessing expected degree completion date:

Is this student making normal progress toward their degree? (An F-1/J-1 student is considered to be "making normal progress" if their pursues and completes a full course of study in what is considered to be the normal allotted amount of time at SAIC without significant delays caused by NCRs or excessive unnecessary degree courses.) *
 Yes No

Do you recommend this student be given additional time to continue their studies? *
 Yes No

Student is requiring a program extension due to a delay cause by, please select

Filter

Please select one

Enrollment in less than 15 credits per semester.

A change in degree program or department change.

Required English for International Students (EIS) classes.

Delay caused by NCR grades.

Please select your role: *
Graduate Advisor/Chair

By typing your name below, you are stating that you have reviewed and answered all the above information, and everything provided is true to the best of your knowledge. *
Graduate Advisor

↑ Previous

Complete ✓

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 enrolled at SAIC, or so that they apply for any additional immigration related benefits. If you have any questions about completing this form, please contact us at intaff@saic.edu