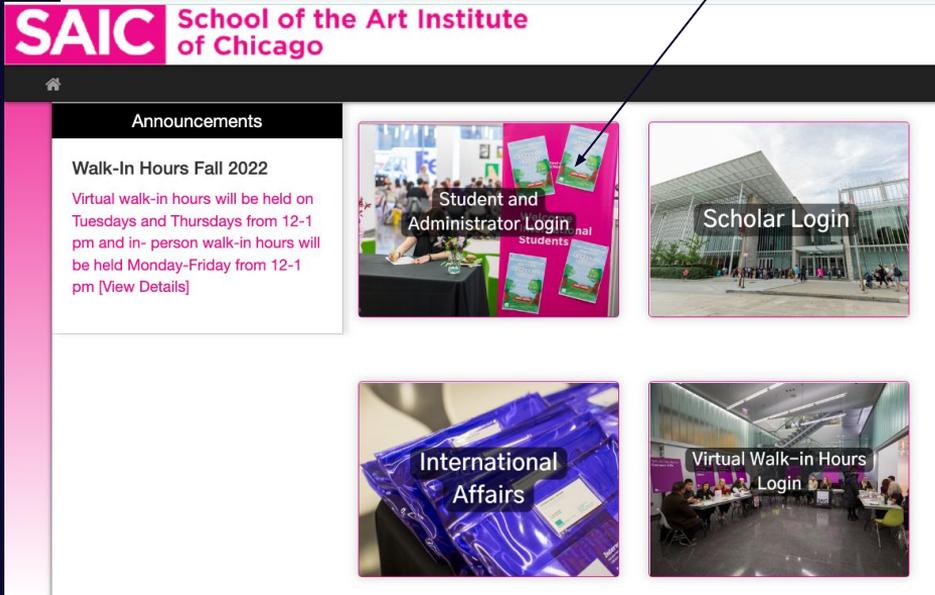


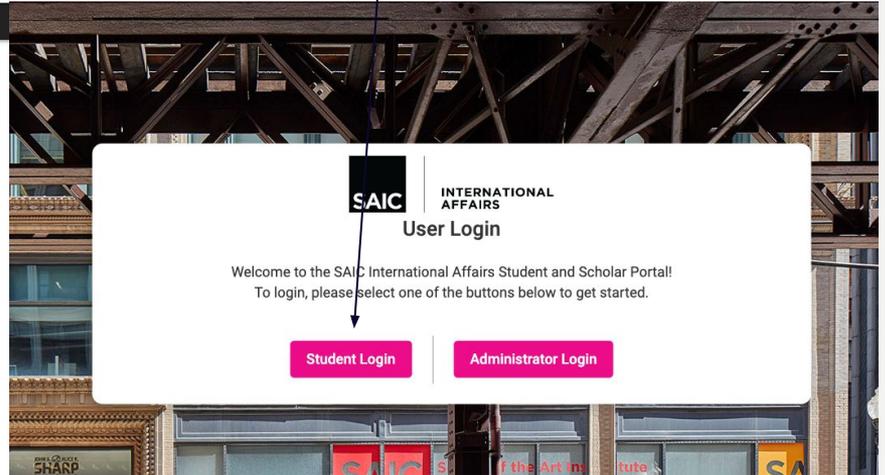
HOW TO REQUEST A FORM I-20 IN TERRA DOTTA

STEP 1 – LOG IN WITH YOUR SAIC EMAIL AND PASSWORD

url: global.saic.edu – Student and Administrator Login → Student Login



The screenshot shows the SAIC website homepage. At the top left is the SAIC logo and the text "School of the Art Institute of Chicago". Below this is a navigation bar with a home icon. The main content area is divided into several sections. On the left, there is an "Announcements" section with a heading "Walk-In Hours Fall 2022" and a paragraph of text. To the right of the announcements are four large image-based buttons: "Student and Administrator Login" (with an arrow pointing to it from the text above), "Scholar Login", "International Affairs", and "Virtual Walk-in Hours Login".



The screenshot shows the "User Login" page for SAIC International Affairs. The page has a white background with a black and white SAIC logo and the text "INTERNATIONAL AFFAIRS" and "User Login". Below the header, there is a welcome message: "Welcome to the SAIC International Affairs Student and Scholar Portal! To login, please select one of the buttons below to get started." At the bottom of the page, there are two pink buttons: "Student Login" and "Administrator Login". A blue arrow from the text above points to the "Student Login" button.

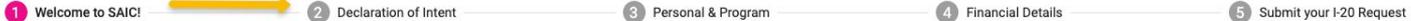
If you are unable to login, please email intaff@saic.edu

STEP 2 – READ WELCOME PAGE AND NAVIGATE TO DECLARATION OF INTENT

Experience Preview



Default



International Student Services advises on issues ranging from immigration regulations to resources available for achieving academic, financial, and personal goals.

Customized orientations are held in coordination with Student Life before fall, spring, and summer terms to address the specific needs of international students, where you can:

- Learn about the culture and environments of SAIC and Chicago
- Attend workshops
- Meet faculty, staff and international student leaders

We offer workshops and programming throughout the year to educate international students on their immigration responsibilities and provide opportunities to enhance their experience at SAIC.

If you do not hold a U.S. citizenship, permanent residency, green card or other non-immigrant status with authorization to study in the U.S., you will need to apply for an F-1 student visa. To apply for an F-1 student visa, you will need to complete the Form I-20 request. Navigate through each section to complete the request and remember to click Submit at the end.



STEP 3 – SELECT DROP DOWN MENU

Profile Requests(0) Documents History Practical Training

Location Information

Please check the following statements as applicable: *

I plan to enroll at SAIC in summer or fall 2023

Please select one

- I plan to enroll at SAIC in summer or fall 2023
- I would like to defer my enrollment
- Please withdraw my application.
- I am returning from a Leave of Absence

Choose one of the following: *

I am outside of the U.S.

Deposit paid?

MM/DD/YYYY

Select drop down menu and then select the statement that applies to you then move on to item 3 "Personal and Program"

Personal Information

STEP 4 – UPLOAD THE BIOGRAPHICAL PAGE OF YOUR PASSPORT

Default

- 1 Welcome to SAIC!
- 2 Declaration of Intent
- 3 Personal & Program
- 4 Financial Details
- 5 Submit your I-20 Request

Personal Information

First Name

Last Name

Middle Name

 Gender

 Date of Birth

MM/DD/YYYY

City of Birth

 Country of Birth

 Country of Citizenship

Passport ID page *

Passport ID

Browse

or drag a file here

Upload the biographical page of your passport here.



STEP 5 - REVIEW YOUR INTERNATIONAL ADDRESS (OUTSIDE OF THE US)

Program Information

Contact Information

Contact

Email Address Foreign Country Code Foreign Phone Number

Foreign Address

Address Line 1 Address Line 2 0/60

City Country 0/60

Postal code Province 0/20

0/20 0/30

Is the foreign address information above correct? If not, please update this in PeopleSoft Self-Service.

* ?

Yes No

Review International Address (must be outside the US) and confirm it is correct. If it is not correct please update this in PeopleSoft Self Service here: <https://www.saic.edu/students>

When complete navigate to Financial Details

STEP 6 - REVIEW YOUR PROGRAM BUDGET

Experience Preview
✕

Default

1 Welcome to SAIC!
2 Declaration of Intent
3 Personal & Program
4 Financial Details
5 Submit your I-20 Request

Instructions

Please review the information below and upload your Statement of Financial Support (linked below) and your bank statement where instructed to do so.

As per federal regulations, in order to process an I-20, an international student must show available funds to cover one full academic year of estimated tuition and expenses outlined in the Admit packet for your degree. These funds can be in your account or in your sponsor's account or split up between multiple sources. If you have more than one sponsor, each of them needs to sign an individual statement of financial support. If you were granted a SAIC merit scholarship, that will count towards your funding, and you should only show proof of funding for the remaining amount. Typically a bank statement or bank issued letter would serve as evidence of funding. The bank statement/statements should clearly state the current balance available in any currency (local currency is fine, it doesn't have to be in US dollars) and show the name of the account holder in Latin (English) letters. There is no need to provide a transaction history if you are able to simply show an account summary or the most recent statement. The bank statement/statements should be issued within the past 6 months. Below is a table of estimated costs of SAIC's academic programs.

	UNDERGRADUATE	Low Res MFA	MA Arts Journ, MA Art Ed, MA Art Hist, Vis/Crit	Dual MAAH/MAAAP	MA Art Therapy; MA Teaching; MA Art Admin and Policy	MS Hist. Pres and MFA Writing	MFA Studio; MIA; MDes Fash; MArch; MDes Ob*	Post-Bacc Studio; Post Bacc Fashion	Post-Bacc Writing
#2021 -22 FALL/SPRING	15 CR/TERM	6 CR/TERM	9 CR/TERM	10.5 CR/TERM	12 CR/TERM	15 CR/TERM	15 CR/TERM	15 CR/TERM	15 CR/TERM
TUITION	\$52,200	\$21,576	\$32,364	\$37,758	\$43,152	\$53,940	\$53,940	\$52,200	\$52,200
TECH & UPASS FEES	\$960	\$960	\$960	\$960	\$960	\$960	\$960	\$960	\$960
LIVING EXPENSES	\$16,700	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900	\$9,900
PERSONAL EXPENSES	\$1,380	\$550	\$830	\$1,100	\$1,100	\$1,380	\$1,380	\$1,380	\$1,380
TRANSPORTATION	\$2,420	\$370	\$250	\$430	\$430	\$620	\$930	\$930	\$620
BOOKS & SUPPLIES	\$1,790	\$720	\$320	\$420	\$420	\$530	\$1,790	\$1,790	\$530
MEDICAL INSURANCE	\$2,420	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540	\$2,540
TOTAL	\$76,070	\$36,616	\$47,164	\$53,108	\$58,502	\$69,870	\$71,440	\$69,700	\$68,130
SUMMER 2021	6 CR HOURS	9 CR HOURS	6 CR HOURS	6 CR HOURS	6 CR HOURS	6 CR HOURS	6 CR HOURS	6 CR HOURS	6 CR HOURS
TUITION	\$10,440	\$16,182	\$10,788	\$10,788	\$10,788	\$10,788	\$10,788	\$10,440	\$10,440
LIVING EXPENSES	\$5,570	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850	\$3,850
TOTAL	\$16,010	\$20,032	\$14,638	\$14,638	\$14,638	\$14,638	\$14,638	\$14,290	\$14,290

DEPENDENTS

Students who will be accompanied by a spouse and/or a child/children must complete the dependent section located in the "Personal & Program" tab, and upload photocopies of each

STEP 6 – REVIEW YOUR PROGRAM BUDGET (CONTINUED)

Students who will be accompanied by a spouse and/or a child/children must complete the dependent section located in the "Personal & Program" tab, and upload photocopies of each dependent's passport.

Evidence of additional funding in the amount of U.S. \$6,300 (spouse only), \$5,300 (1 child only), \$11,600 (spouse + 1 child), or \$16,900 (spouse + 2 children) is required and must be upload below.

**Note that these costs reflect expenses for the 2021–22 academic year; tuition and expense estimates are subject to yearly increases. Tuition per credit hour in Fall/Spring 2021–22: undergraduate \$1,740 and graduate \$1,798.*

SUMMER EIS

Students beginning their undergrad degrees with the Summer English for International Students program must show additional funding to account for the tuition and living expenses associated with this program. For more info see saic.edu/eis.

ON-CAMPUS HOUSING COSTS

2021-22 on-campus housing in SAIC Residence Hall (double occupancy room rate at U.S. \$13,500, plus meals/food budget of \$3,600) is estimated in total at U.S. \$17,100.

EARLY COLLEGE PROGRAM

ECP student costs (tuition, housing, meals, supplies, personal) for Summer 2022 are budgeted at U.S. \$9,730 for the four-week session, U.S. \$4,965 for the two-week session and U.S. \$2,480 for one week session. Scholarships may be awarded based on merit. See the ECP website for details about the program and updated costs for summer 2022 at saic.edu/ecp.

Number of Months in Estimation	0 Months
Tuition & Fees	\$ 0
Living Expenses	\$ 0
Other	\$ 0
Dependent Cost	\$ 0
Total	\$ 0 USD

Financial Information

Expenses

Funding

STEP 7 – UPLOAD YOUR STATEMENT OF FINANCIAL SUPPORT. AVAILABLE TO DOWNLOAD [HERE](#).

Statement of Financial Support Form (SFS) *
Students are required to complete and upload this form.
Click [here](#) to access the form and graduate students should submit the completed SFS form.

or drag a file here

Award Letter
Upload a copy of the signed award letter that specifies the amounts provided for tuition and/or living expenses and the time period.

or drag a file here

Upload your signed Statement of Financial Support you downloaded from our website. Upload your SAIC scholarship award letter or other scholarship award letters here.

STEP 8 - REVIEW FORM I-20 REQUEST AND CLICK “COMPLETE”

Default

1 Welcome to SAIC! 2 Declaration of Intent 3 Personal & Program 4 Financial Details 5 Submit your I-20 Request

Submit Your I-20 Request and Next Steps

Review the information you entered for accuracy before submitting your Form I-20 request below. You will receive an email once your new initial Form I-20 has been issued and attached to your record. Once you receive your new I-20 you will need to do the following:

1. Pay the \$350 fee (SEVIS I-901 fee) that is charged by the U.S. Immigration and Customs Enforcement.
2. Pay the \$220 fee (SEVIS I-901 fee) that is charged by the U.S. Immigration and Customs Enforcement and download a copy of your I-901 SEVIS fee receipt at fmjfee.com.
3. Schedule your visa appointment with a [U.S. Embassy or Consulate](#) in your area within the 120-day window before your program start date.
 - NOTE: You may encounter delays or difficulty in scheduling a visa. It is important to check the website of your local embassy or consulate for updates.
4. Review this helpful website for [10 Points to Remember When Applying for a Student Visa](#) in preparation for your interview.

You can find more detailed information about the visa application process on the [Study in the States](#) and the [Department of State student visa page](#).

Canadian Citizens

Citizen of Canada are not required to apply for an F-1 student visa stamp. You will be asked to present their Canadian passport, Form I-20, I-901 SEVIS Fee receipt, and a letter from the U.S. Customs and Border Protection (CBP) Officer at the Port of Entry. The CBP Officer will review your documents at the Port of Entry.

Form I-20 Application Status Definitions

- PENDING:** Your request has not been submitted for review
- SUBMITTED:** Your request has been submitted for review
- CLARIFICATION REQUESTED:** You need to make corrections to your request based on advisor remarks. You will need to ensure you re-submit your request.
- APPROVED:** Your request has been approved. However, our advisor will need to create your I-20.
- COMPLETED:** Your request has been completed and ISS will provide further information

Once you have reviewed the documents you have submitted, click the "Complete" button to submit your request for a Form I-20

?

Complete

STEP 9 – CHECK YOUR SAIC EMAIL REGULARLY

- International Affairs will review the documents and will contact you if additional documents are needed.
- Once your Form I-20 is issued, International Affairs will email you with your next steps.

QUESTIONS?

- Email intaff@saic.edu
- Visit virtual walk-in hours
 - Tuesday/Thursday 12 - 1pm Chicago (CDT) time
 - [Zoom link](#)