

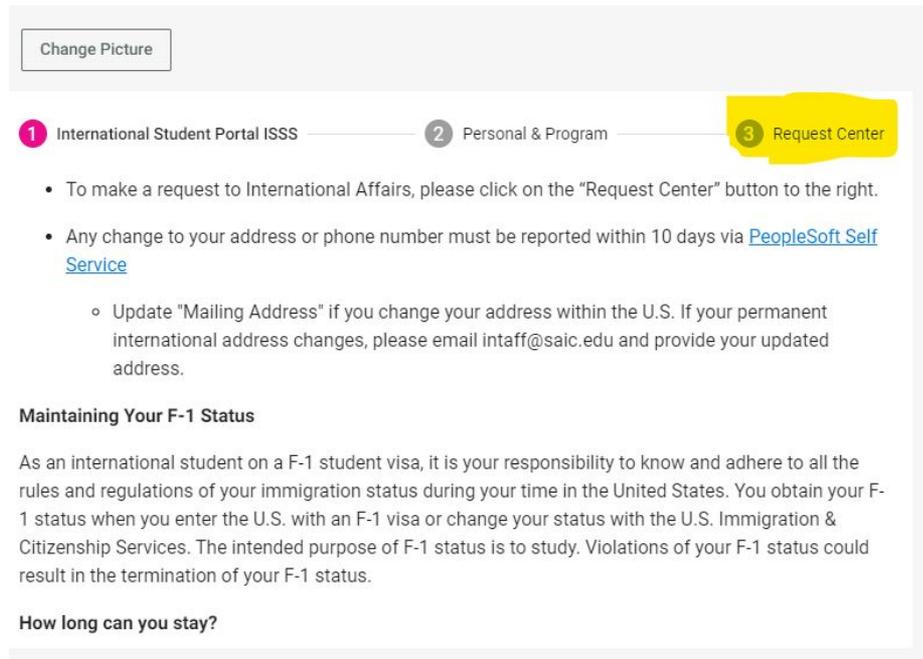
SUBMITTING YOUR
REDUCED COURSE LOAD REQUEST
IN TERRA DOTTA

STEP ONE: LOG INTO YOUR STUDENT PORTAL

Log into your student portal here:

GLOBAL.SAIC.EDU

and navigate to “Request Center”



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 “Reduced Course Load 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 Enrollment (F-2)



Optional Practical Training
(OPT) Request



Program Extension



Program/Major change



Reduced Course Load Request



Reprint I-20 - Lost/Travel
Signature



STEP THREE: UPLOAD MEDICAL DOCUMENTATION

Upload medical letter here.

Letter must be on letterhead and signed by a Licensed Medical Doctor/Psychiatrist or a Licensed Clinical Psychologist

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Documents to Upload (File Upload)

Optional

Document Type *

Medical Letter

Description

If applying for an RCL because of a medical condition, please upload documentation that is provided by either a Licensed Medical Doctor/Psychiatrist or Licensed Psychologist.

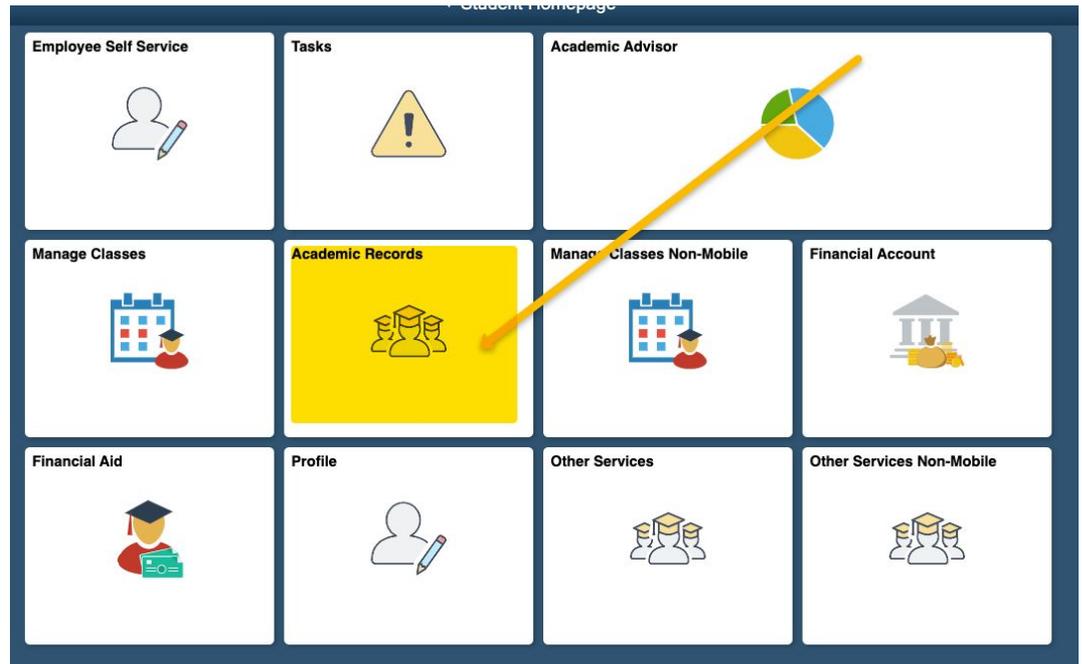
Browse

or drag a file here

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: COMPLETE STUDENT ACKNOWLEDGEMENT

Complete acknowledgment,
contact International
Affairs if you have any
questions.



Documents to Upload (File Upload)
Optional



Student Acknowledgement (Signature Document)
Required *

- I am requesting to be authorized in SEVIS for a Reduced Course Load.
- I understand this is an exception due to the academic or medical reasons documented and listed above.
- I must remain enrolled in 6 credits hours as an Undergrad student OR half-time as a Grad student, according to U.S. immigration regulations (unless medical reasons prevent doing so).
- If I am dropping credits after the semester has already begun, I am aware of the drop/withdraw deadlines for courses, and am also aware of any related tuition/fee refund deadlines and relevant appeal processes.



I confirm that I have read and understand the information presented.



Acknowledgement of Understanding (Questionnaire)
Required *

↑ Previous

Next ↓

STEP SIX: COMPLETE ACKNOWLEDGEMENT OF UNDERSTANDING

Complete acknowledgment of understanding, contact International Affairs if you have any questions.

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Acknowledgement of Understanding (Questionnaire)

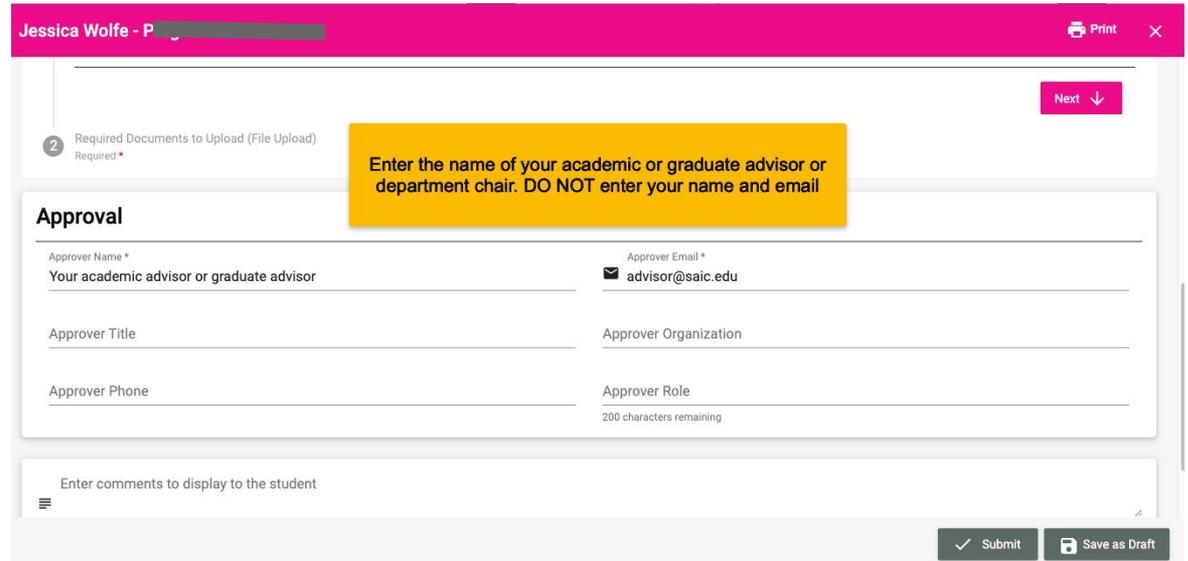
Required *

By checking the boxes next to each statement you are stating that you will comply with and understand this information.

- All international students are expected to make normal progress toward their degree; this includes enrolling in a full-time courseload each semester to maintain F-1 immigration status. *
- A student may request an RCL if the reason meets criteria outlined by U.S. Immigration regulations. *
- International students in F-1 status who do not intend to take a full-time courseload (Undergraduate: 12 credit hours; Graduate: defined by program) must receive approval and authorization from International Affairs before registering less than full-time any given semester. *
- If approved for an RCL, Undergraduate students are required to enroll in a minimum of 6 credits and Graduate students are required to remain enrolled half-time in their program at SAIC (except in the case of a medical emergency or final semester) to maintain their F-1 status. *
- A new RCL Authorization Request must be submitted before dropping or withdrawing from courses any time this action will result in a student being enrolled less than full-time. *
- A new I-20 will be issued reflecting the authorization for the student to pick up when notified. *

STEP SEVEN: 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), then click “submit”



The screenshot shows a web form titled "Approval" for user "Jessica Wolfe - P...". The form includes a "Next" button, a "Required Documents to Upload" section, and a yellow callout box with the instruction: "Enter the name of your academic or graduate advisor or department chair. DO NOT enter your name and email". The form fields are:

- Approver Name *: Your academic advisor or graduate advisor
- Approver Email *: advisor@saic.edu
- Approver Title
- Approver Organization
- Approver Phone
- Approver Role (200 characters remaining)

At the bottom, there is a text area for "Enter comments to display to the student" and two buttons: "Submit" and "Save as Draft".

STEP EIGHT: WAIT FOR APPROVAL

International Affairs Approval

Once your academic advisor or graduate advisor completes the online form, International Affairs will review the information and approve your Reduced Course Load Request and will send an email to your SAIC email address confirming your approval. We will also provide you a new I-20 with the authorization listed on the second page.

Once you receive approval from our office, you may withdraw from your course(s). Do not withdraw from any courses before you receive approval