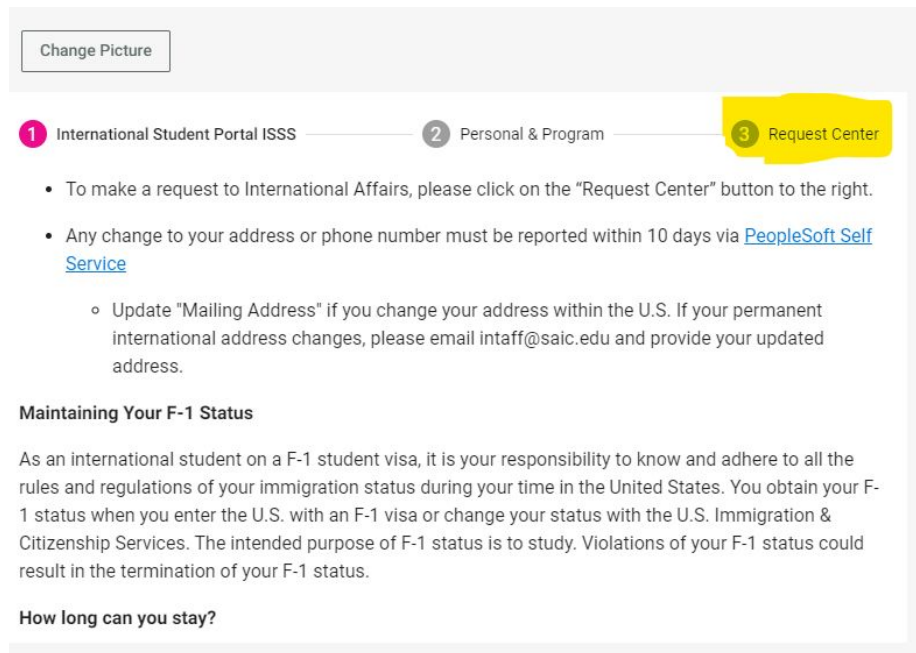# How to submit your Reduced Course Load Request in Terra Dotta (medical)

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?   Type a keyword to search 🔍

CPT Request

Confirmation of Final Term Enrollment

Confirmation of Study Outside the U.S. for F-1 Students

Dependent S...lment (...

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

Step four: complete student acknowledgement

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

Documents to Upload (File Upload)
Optional

4 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.

↑ Previous   Next ↓

5 Acknowledgement of Understanding (Questionnaire)
Required *

Step five: complete acknowledgement of understanding

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

5 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 minumum 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. *

↑ Previous

Step six: wait for approval

International Student Affairs Approval

Once you complete the online form, International Student 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

Step seven: review your academic plan (recommended)

Once your reduced course load is approved and you adjust your schedule, International Student Affairs recommends that you connect with your academic advisor or graduate advisor to confirm any impact your adjusted schedule will have on your academic plan.