

## STEP 1

# 1 Activate your ARTIC account

In order to make online deposits, view financial aid, and review billing information, you will need to activate your ARTIC account. This account will also provide you with access to your SAIC email, Self-Service, library databases, Canvas, WiFi and much more. Please note that you will

need your SAIC ID number (included in your admission letter) in order to complete this process. Additionally, you must complete the activation process using a web browser on a computer rather than from your mobile phone or tablet.

### To activate your account visit

[password.artic.edu](https://password.artic.edu)

Please click the Activate Account button. Enter the captcha seen and then click verify. On the next page, you will be asked for:

- » Your 7-digit SAIC ID number (included on your admission letter)
- » Last name
- » Your birthdate (two digit day, dash, and all caps three digit month)  
Example: 18-SEP



After entering this information please follow the instructions for account activation. Your login is automatically assigned, but you will create your own password. Passwords must be alphanumeric and at least 6 characters. Please complete all the steps shown on the password.artic.edu site while setting up your ARTIC account.

Once you have activated your account, visit [saic.edu/students](https://saic.edu/students) to access Self-Service and your gmail account. If you have already activated your ARTIC account and need to reset your password, you may also do this by visiting [password.artic.edu](https://password.artic.edu).



### Questions?

Contact the CRIT Help Desk at 312.345.3535 or [crithelpdesk@artic.edu](mailto:crithelpdesk@artic.edu). CRIT Help Desk hours: Monday–Friday, 8:30 a.m.–5:00 p.m. CT

## STEP 2

# 2 Student visa and financial matters worksheet

### AFTER BEING ADMITTED

You should start preparing to apply for an F-1 student visa. In order for SAIC to issue a Certificate of Eligibility (I-20 form) for you to apply for an F-1 student visa, you are required by the Department of State (DOS) to submit evidence of adequate and sufficient funding to meet the estimated tuition and living expenses as outlined in the Undergraduate Student Budget table. You will receive an invitation to create your profile in Terra Dotta in the spring after you submit your enrollment deposit.

### FOLLOW THE STEPS BELOW

- 1] Refer to the 2024-25 Undergraduate Student Budget table on the last page of Step 2 to identify your program and the corresponding total annual expense estimate. Add any required funding for additional programs/requests (e.g. dependents).

Enter your total expense estimate \$\_\_\_\_\_

- 2] Complete and upload the Statement of Financial Support Request and I-20 requests via Terra Dotta ([global.saic.edu](https://global.saic.edu)). If you have more than one sponsor, use a separate request for each one.

Self Sponsored  Name of any sponsor/s \_\_\_\_\_

- 3] Upload a bank statement that shows an account balance issued within the past six months. Please write your full name on any bank statements belonging to a sponsor.

#### THE BANK ACCOUNT MUST:

- Be in the name of you and/or your sponsor
- Show the type of currency clearly
- Be issued in English or have an accompanying translation

Declarations of assets/property, tax filings, or statements of estimated earnings from employers **cannot** be accepted. SAIC is not responsible if the amount of funding shown to be available by students or sponsor/s on the *Statement of Financial Support Request* becomes unavailable after the date on the document.

- 4] Upload a photocopy of your passport biographical page showing your name/personal information.
- 5] Complete your International Affairs Declaration of Intent in Terra Dotta.
- 6] Submit your complete I-20 application packet to International Affairs via Terra Dotta ([global.saic.edu](https://global.saic.edu)). You will be given access to this portal once you have submitted your enrollment deposit. Do NOT email any of the requested documents to International Affairs.

# 2 Student visa and financial matters worksheet *(continued)*

## FOR STUDENTS TRANSFERRING AN I-20 FROM ANOTHER U.S. INSTITUTION

If you have attended school in the U.S. and currently hold a valid I-20, you need to follow these additional steps to transfer your I-20 to SAIC.

- 1] When you complete your Declaration of Intent in Terra Dotta, please select "I am currently attending/have recently attended a U.S. institution and will transfer my SEVIS Record."
- 2] Click the Transfer In button in Terra Dotta to open the Transfer Release Form. Confirm with your current international student advisor the SEVIS Transfer Release Date and their email and enter the information.
- 3] If you are traveling outside the U.S. before beginning your studies at SAIC, please:
  - » Enter your travel information in the Transfer Release Form in Terra Dotta.
  - » Check the expiration date of your F-1 visa; students with an expired visa will need to apply for a renewal while outside the U.S.
  - » **DO NOT** use the I-20 from your previous school to re-enter the U.S.; you **MUST** use your SAIC I-20 when re-entering.

## STUDENTS WITH IMMIGRATION STATUS OTHER THAN F-1

If you entered the U.S. on a visa type other than F-1, or if you are a U.S. permanent resident, please submit a copy of the current visa page from your passport with your I-94 (<https://i94.cbp.dhs.gov/i94>), or a copy of your Alien Registration Card (front and back) as verification of your current status to International Affairs.



## UNDERGRADUATE STUDENT BUDGET

2024-25 FALL/SPRING	UNDERGRAD 30 CR/ANNUAL
TUITION	\$ 55,440
HOUSING AND FOOD EXPENSES *	\$ 18,600
PERSONAL EXPENSES	\$ 2,840
TRANSPORTATION	\$ 1,710
BOOKS & SUPPLIES	\$ 1,830
MEDICAL/HEALTH INSURANCE	\$ 3,700
TECHNOLOGY & UPASS FEE	\$ 980
<b>TOTAL</b>	<b>\$ 85,100</b>
SUMMER 2025	6 CR HOURS
TUITION	\$11,088
LIVING EXPENSES	\$ 5,830
<b>TOTAL</b>	<b>\$ 16,918</b>



\* Residence Halls Double Room Rate  
 \*\*Note that these costs reflect expenses for the 2024-25 academic year; tuition and expense estimates are subject to yearly increases.  
 Tuition per credit hour in Fall/Spring 2024-25: undergrad \$1,848.

## SUMMER EIS

Students beginning their undergrad degrees with the optional 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](http://saic.edu/eis).

## ON-CAMPUS HOUSING COSTS

2024-25 on-campus housing in SAIC Residence Hall (double occupancy room rate at U.S. \$14,750, plus meals/food budget of \$3,850) is estimated in total at U.S. \$18,600.

## DEPENDENTS

Students who will be accompanied by a spouse and/or a child/children must complete the dependent supplement at the time they submit their Statement of Financial Support in Terra Dotta and provide 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.

## EARLY COLLEGE PROGRAM SUMMER INSTITUTE

ECPSI student costs (tuition, housing, meals) for Summer 2025 are budgeted at U.S. \$9,912 for the four-week session, U.S. \$4,956 for the two-week session, and U.S. \$2,478 for the one-week session. Scholarships may be awarded based on merit. See the ECP website for details about the program at [saic.edu/ecpsi](http://saic.edu/ecpsi).