



# How To Request a Form I-20 in Terra Dotta



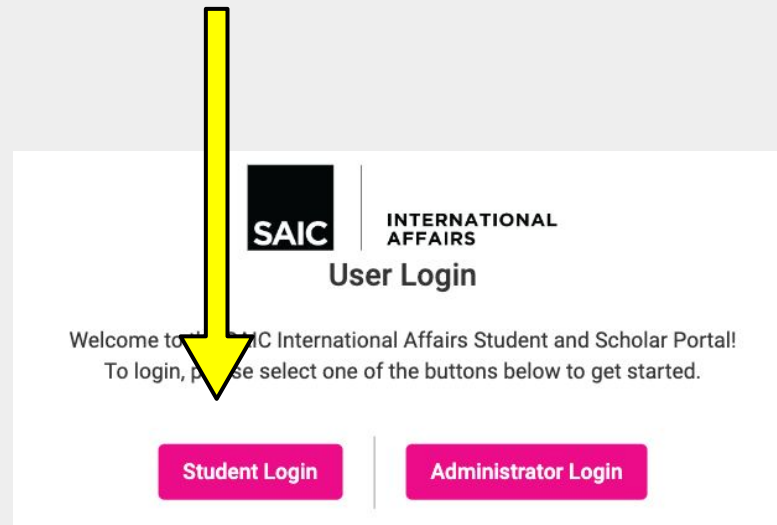
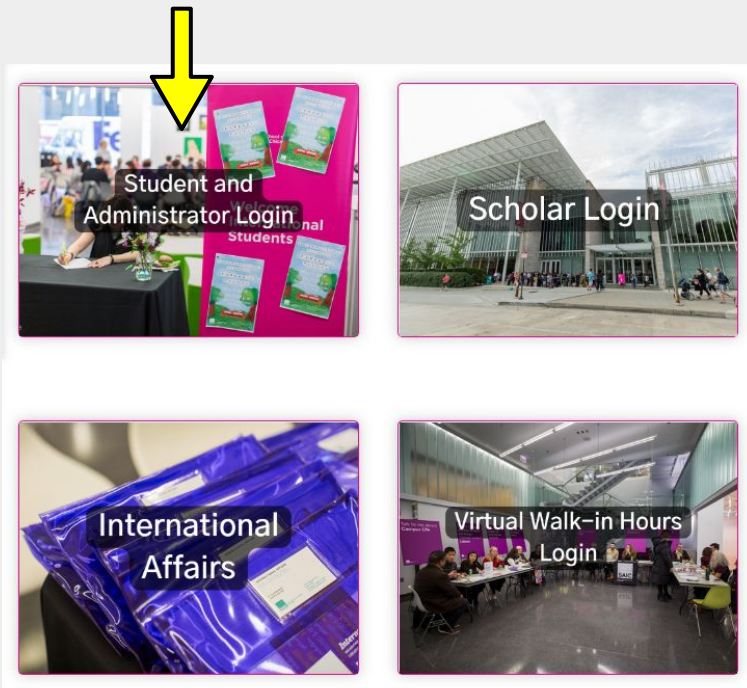
If you are a currently attending a U.S. institution with an active SEVIS record, instead of proceeding please email [intaff@saic.edu](mailto:intaff@saic.edu) for additional instructions on how to transfer your existing SEVIS record to SAIC



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# Login using your SAIC email + password

Terra Dotta url: [global.saic.edu](https://global.saic.edu)



If you are unable to login, please email [intaff@saic.edu](mailto:intaff@saic.edu)

## 2 Read the Welcome



- 1 Welcome to ...
- 2 Declaration of ...
- 3 Personal & Pr...
- 4 Statement of Financial S...
- 5 Submit your I-20 R...

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

International Student 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 SAIC and Chicago
- Attend workshops and social events
- Meet faculty, staff and students

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.

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## Select an option in the Declaration of Intent

1 Welcome ... 2 Declaration... 3 Personal & ... 4 Statement of Finan... 5 Submit your I-2...

If you require a SEVIS transfer (transferring from another U.S. institution), you will need to submit a transfer-in request along with this I-20 request. If you require a SEVIS Transfer you will be prompted to complete the Transfer-In request by answering the questions below.

Please check the following statements as applicable: \*

Filter

Please select one

I plan to enroll at SAIC in Spring 2024

I would like to defer my enrollment

Please withdraw my application.

I am returning from a Leave of Absence



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# In Personal & Program review your personal information for accuracy

1 Welcome to SAICI	2 Declaration of Intent	3 Personal & Program	4 Statement of Financial Support
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### Personal Information

First Name Obi-Wan	Last Name Kenobi
Middle Name	Suffix
Gender Male	Date of Birth (MM/DD/YYYY) 01/01/1996
City of Birth Utapau	Country of Birth MALDIVES
Country of Citizenship MALDIVES	
City of Birth * Utapau	Country of Birth * Utapau
Country of Citizenship * Maldives	Permanent International Address: Street * 2673 Lightsabers Dr.
Permanent International Address: City * Utapau	Permanent International Address: State/Province Clouds
International Phone Number * 34343434343	

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Upload the biographical page in your passport

**Passport ID page \***

Passport ID



Browse

or drag a file here

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# Scroll down to Contact Information and review your **Foreign Address** (outside the U.S.)

Contact Information

Contact

Email Address

jpark2219@gmail.com

Foreign Country Code

Foreign Phone Number

Foreign Address

Address Line 1

0/60

Address Line 2

0/60

City

0/60

Country

Postal code

0/20

Province

0/30

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

Yes

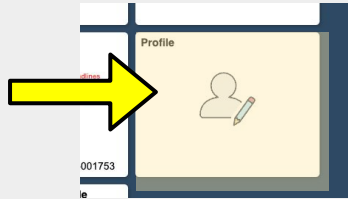
No

If the Foreign Address is **incorrect**, follow the next slide >>

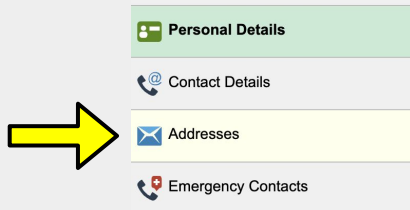
# If you have an incorrect **Foreign Address** :

1. Go to PeopleSoft Self-Service  
[saic.edu/students](http://saic.edu/students)

2. Click on **Profile**



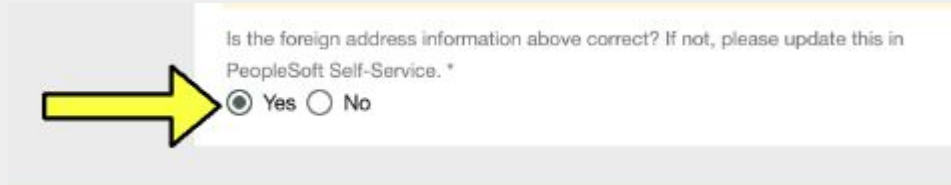
3. Click **Addresses**



4. Update International Affairs Address

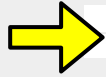


5. Go back to [global.saic.edu](http://global.saic.edu) and check yes



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# In Statement of Financial Support, review your program budget + Financial Information



4 Statement of Financial Support

## Financial Information

Any lines with \* must be filled out

Expected Visa Type \* ?

Please select one

I plan to come to the U.S. \* ?

Student's personal funds (self) \* ?

Sponsor's Funds \* \*

Name of Sponsor

Relationship to Student

Sponsoring Organization/Firm/Government funds (if applicable)

Amount of funding in \$USD to be provided per academic year (if there is a sponsoring organization/firm/or government funds)

☐ By checking this acknowledgement box, I certify all information provided on this form is complete and accurate to the best of my knowledge, all bank or financial statements are provided with permission of my sponsor(s), and that I agree that I am responsible for all expenses I incur (including required health insurance and, if applicable, expenses of my dependent[s] for the duration of my program at SAIC). \*

☐ I understand that as a nonimmigrant student I am expected to engage in full-time study, and with the exception of any financial assistance already offered to me by SAIC, I do not expect SAIC to provide me with financial assistance or employment. \*



Check both of these boxes to confirm



See next slide for more information >

# Statement of Financial Support: Additional Instructions

## Financial Information

Expected Visa Type \* 

Please select one

Student's personal funds (self) \* 

Name of Sponsor

Sponsoring Organization/Firm/Government funds (if applicable)

I plan to come to the U.S. \* 

Sponsor's Funds \* \*

Relationship to Student

Amount of funding in \$USD to be provided (if applicable)  
(funds)

If you have uploaded sufficient personal funds, you may write in "0" in this blank,

Then, under "Relationship to Student" and "Name of Sponsor" write "N/A".

☐ By checking this acknowledgement box, I certify all information provided on this form is complete and accurate to the best of my knowledge, all bank or financial statements are provided with permission of my sponsor(s), and that I agree that I am responsible for all expenses I incur (including required health insurance and, if applicable, expenses of my dependent[s] for the duration of my program at SAIC). \*

☐ I understand that as a nonimmigrant student I am expected to engage in full-time study, and with the exception of any financial assistance already offered to me by SAIC, I do not expect SAIC to provide me with financial assistance or employment. \*

If you are finding difficulty figuring out the USD amount for personal OR sponsor funds:  
Write in the number "0" and make sure you upload a bank statement / bank letter that shows evidence of funding to cover the total cost of attendance.

International Affairs will fill in these blanks for you with what is shown in these uploaded documents.



## Upload a bank statement 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 covered by the award.

Browse

or drag a file here



Upload your award letter here if you received an SAIC scholarship.

### Bank Statement \*

#### Evidence of Funding

Please upload a bank statement showing sufficient funds to cover one full academic year of tuition and expenses estimated for your degree program as outlined on page 3 of the Statement of Financial Support.

Be sure that:

- The bank statement is dated within 6 months of the date you submit it
- The bank statement is issued in or is translated into Latin (English) letters. We need to be able to read:
  - The currency
  - The name on the account
  - The date of the statement
- The name of the bank statement account holder matches the name on page 2 of the Statement of Financial Support.

You can submit multiple bank statements from multiple sponsors, but you will need to have each sponsor complete page 2 of the SFS.

Examples of accepted types of documents for this assignment:

- official letters issued by the bank (on bank letterhead with bank official signature)
- bank statement
- bank account summary
- investment funds summary
- stock/bond certificates (in some cases)
- Scholarship letters from sources outside of SAIC

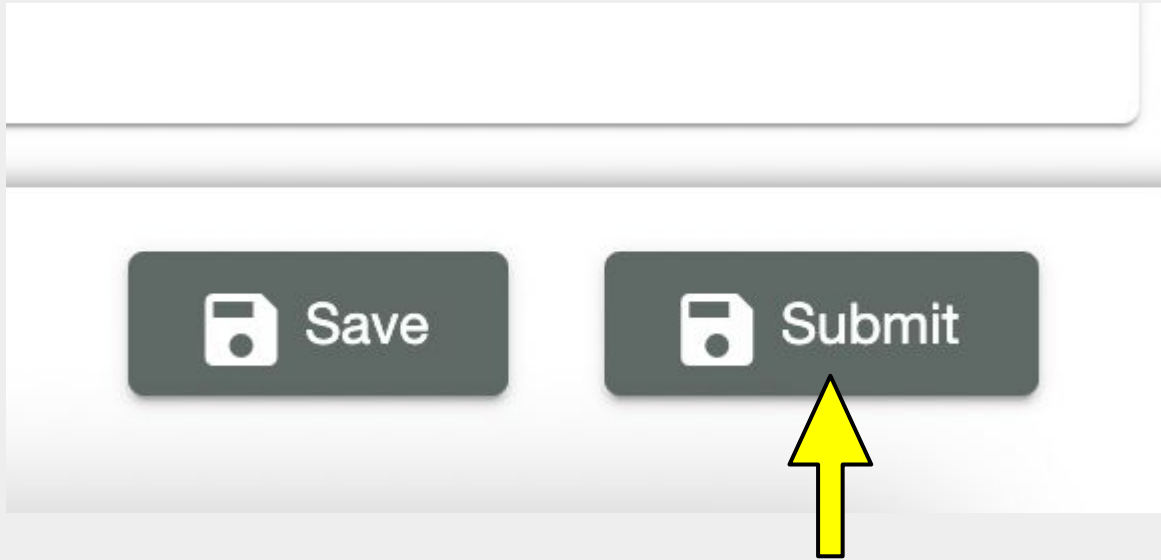
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The **bank statement** must show funds to cover one full academic year of tuition and expenses estimated for your degree program.

- 9 Review Form I-20 Request and click **complete**



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## Check your **SAIC** email frequently

**International Student Affairs** will review your submission and contact you if additional documents are needed.

Please allow 1 - 3 weeks for I-20 reissuing. Once your Form I-20 is issued, you will receive an email with your next steps.

# Social Media

Follow us on **Instagram** for updates, reminders, and information about events!



@SAICINTAFF