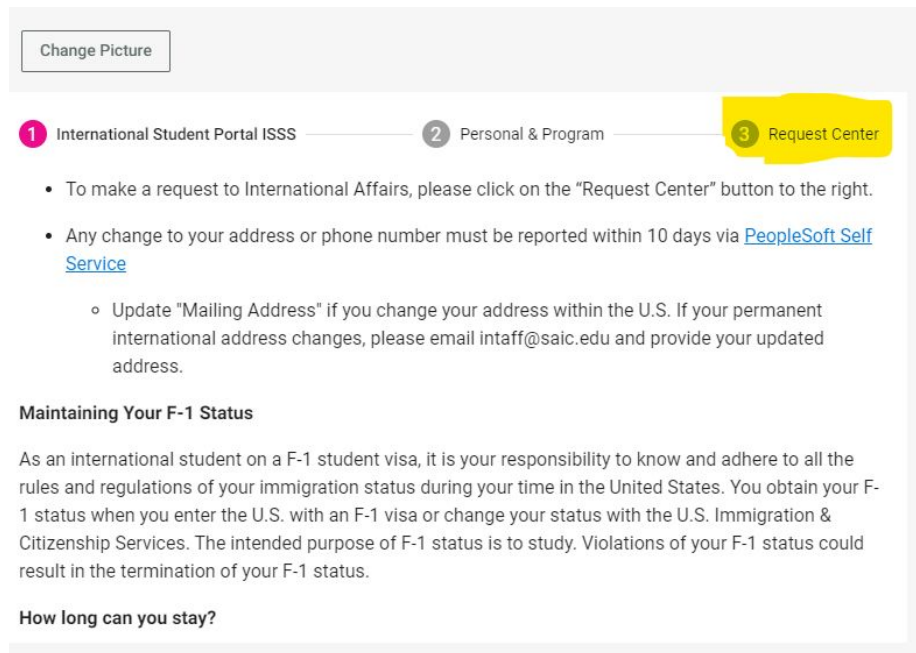# Submitting your Program extension request in Terra Dotta

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 "Program Extension" request and complete the questionnaire

What can we help you with? Type a keyword to sear... 🔍

CPT Request

Confirmation of Final Term Enrollment

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

Dependent Supplement (F)

Optional Practical Training (OPT) Request

Program Extension

Program/Major change

Reduced Course Load Request

Reprint I-20 - Lost/Travel Signature

Step three: upload required financial documentation

You must provide proof of financial support to complete your remaining credits a Bank Statement and answer a few questions.

You can find the tuition and expenses estimate forms here: https://www.saic.edu/international-affairs/admitted-students

Step three cont: answer questions about sponsor

Complete your "Statement of Financial Support" by answering the following questions about funding. If you have a sponsor (for example, your parents) enter that information here. If these are personal funds, enter "none" and "0" in sponsor information

3 Statement of Financial Support (Questionnaire)
Optional

Please complete the Statement of Financial Support (SFS) by completing the following questionnaire and upload supporting bank statements. You can complete the SFS by completing the below questionnaire. Program budgets can be found here: https://www.saic.edu/international-affairs/admitted-students

Student's Personal Funds *

> Your personal funds

Name of Sponsor *

> Sponsor's name (if no sponsor, enter "none")

Sponsor's Funds *

> Enter funds, none - enter "0"

Relationship to Student *

> Enter sponsor relationship, if no sponsor, enter "none"

Sponsoring Organization/Firm/Government funds (if applicable)

↑ Previous   Next ↓

Acknowledgement (Signature Document)

✓ Submit   💾 Save as Draft

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.
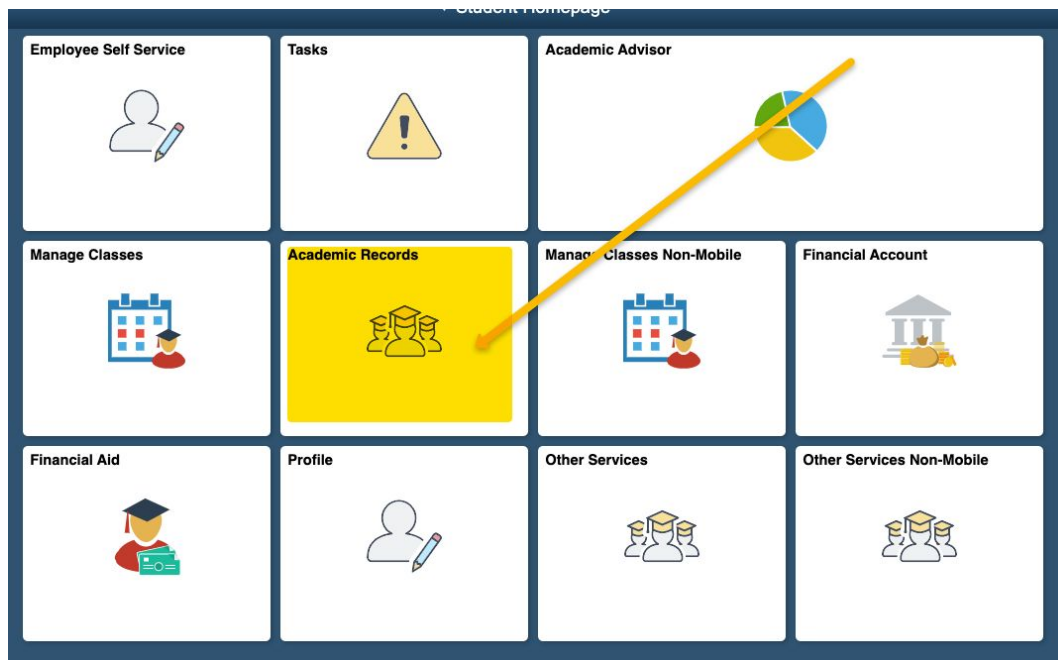
Step five: enter required information

Complete the questionnaire and enter the name and email address of your academic advisor (undergraduate) or Allison Manley (amanley1@saic.edu) if you are a graduate student.

Step six: International Student Affairs Approval

International Student Affairs Approval

Once your academic advisor or graduate advisor completes the online form, International Student Affairs will review the information and approve your program extension and will send an email to your SAIC email address confirming your approval. We will also provide you a new I-20 electronically with your new program end date.