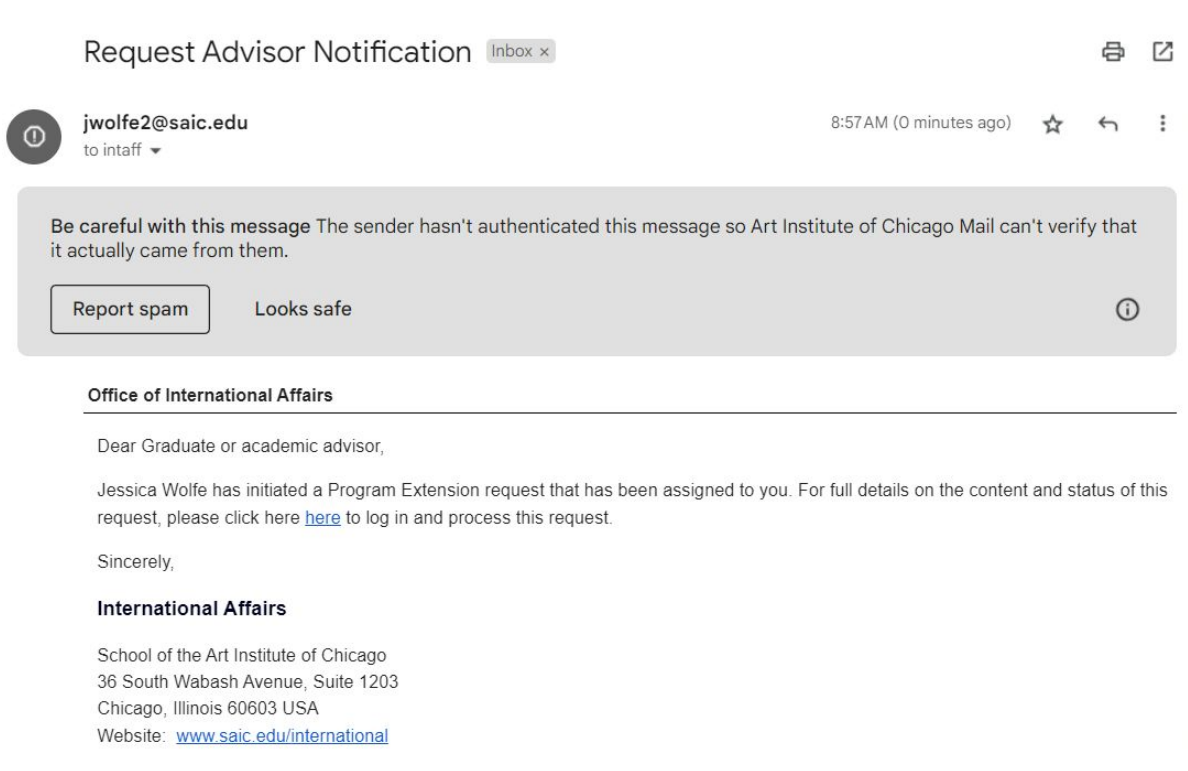


# REQUEST ADVISOR NOTIFICATION EMAIL: INSTRUCTIONS FOR RECIPIENTS

# WHY DID I RECEIVE THIS EMAIL AND WHAT DO I DO NEXT?



# WHY DID I RECEIVE THIS EMAIL?

You received this email because International Student Affairs needs to confirm information about an international student. We need this because they are requesting an update to their Form I-20, which is the immigration document that permits them to transfer to SAIC, remain enrolled at SAIC, or apply for additional immigration benefits such as work authorization. You were identified as someone in their department who could confirm this required information. **If you were incorrectly identified, please reach out to the student who sent you this email and let them know who in the department can assist them in confirming when they are completing their academic requirements or confirming their transfer eligibility (if applicable). If you have questions contact International Student Affairs directly (intaaff@saic.edu).**

# WHY DID I RECEIVE THIS EMAIL?

This email is sent to advisors for four reasons:

1. Student is requesting to transfer their immigration record to SAIC
2. Student is requesting to extend their program beyond the expiration date listed on their I-20 (immigration document)
3. Student is requesting confirmation of final term enrollment so that they may either enroll part-time their final semester or apply for Optional Practical Training, the 12 month work authorization international students routinely apply for.

# WHAT DO I DO NEXT?

Click “here” and you will be taken to this form where you will need to answer a few questions.

The next few slides show an example of of a Program Extension request, however all requests take a similar format.

Approver Form

Student Information

Student First Name:

Jessica

Student Last Name:

Wolfe

Program Start Date:

September, 01 2022

Program End Date:

May, 31 2026

Degree Level:

BACHELOR'S

Primary Major:

Fine Arts and Art Studies, Other

Secondary Major:

None

Program Extension Request

1

Information

The international student whose name appears above is applying for a program extension of the time allocated for the completion of their program of study. Please review the information that they have submitted below and complete the form in full by selecting either "approve" or "deny" at the bottom of this form.

2

Questionnaire

Next

Enter comments to display to the student

4000 characters left

REJECT

APPROVE

# WHAT DO I DO NEXT? PART 2

Answer the following questions confirming when the student will complete their program and if they are requesting a program extension, if you recommend the extension be granted. ***Current SAIC students are expected to upload an unofficial SAIC transcript to assist you in completing this form.***

1

Information

2

Questionnaire

Student's degree program: \*

Required

Expected degree completion date at SAIC: \*

Required

Is this student making normal progress toward their degree? (An F-1/J-1 student is considered to be "making normal progress" if their pursues and completes a full course of study in what is considered to be the normal allotted amount of time at SAIC without significant delays caused by NCRs or excessive unnecessary degree courses. ) \*

☐ Yes ☐ No

Required

Student is requiring a program extension due to a delay cause by, please select only one primary reason for extension based on a review of their academic transcripts: \*

Please select one

Required

By typing your name below, you are stating that you have reviewed and answered all the above information, and everything provided is true to the best of your knowledge. \*

Required

Credits remaining (currently enrolled and incomplete courses should be counted as remaining for the purpose of this form ) \*

Required

Additional information (if any) used by advisor in assessing expected degree completion date:

Do you recommend this student be given additional time to continue their studies? \*

☐ Yes ☐ No

Required

Please select your role: \*

Please select one

Required

# COMPLETED FORM - EXAMPLE

Remember to click the green “approve” button at the bottom of the page once you complete the form.

Approver Form

2 Questionnaire

Student's degree program: \*

MFA Studio

Expected degree completion date at SAIC: \*

12/18/2023

MM/DD/YYYY

Is this student making normal progress toward their degree? (An F-1/J-1 student is considered to be "making normal progress" if their pursues and completes a full course of study in what is considered to be the normal allotted amount of time at SAIC without significant delays caused by NCRs or excessive unnecessary degree courses. ) \*

☒ Yes ☐ No

Student is requiring a program extension due to a delay cause by, please select

Filter

Please select one

Enrollment in less than 15 credits per semester.

A change in degree program or department change.

Required English for International Students (EIS) classes.

Delay caused by NCR grades.

Credits remaining (currently enrolled and incomplete courses should be counted as remaining for the purpose of this form ) \*

15

Additional information (if any) used by advisor in assessing expected degree completion date:

Do you recommend this student be given additional time to continue their studies? \*

☒ Yes ☐ No

Please select your role: \*

Graduate Advisor/Chair

By typing your name below, you are stating that you have reviewed and answered all the above information, and everything provided is true to the best of your knowledge. \*

Graduate Advisor

Previous

Complete

# THANK YOU!

## **International Student Affairs Approval**

Now that you've completed this form, International Student Affairs will be able to move forward with assisting this international student in updating their immigration documents so they can transfer to SAIC, continue to remain in enrolled at SAIC, or so that they apply for any additional immigration related benefits. If you have any questions about completing this this form, please contact us at [intaff@saic.edu](mailto:intaff@saic.edu)